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MEMORANDUM FOR All Nonappropriated Fund (NAF) Activities

SUBJECT: Standard Operating Procedures (SOP) for processing DA 4017 (Request For Personnel Actions)

1. PURPOSE: To Establish Procedures for processing DA 4017 (Request For Personnel Actions).
2. APPLICABILITY: This SOP applies to all personnel assigned to the Nonappropriated Fund (NAF) Activities.
1. PREPARATION AND PROCESSING STEPS OF DA FORM 4017 (REQUEST FOR PERSONNEL ACTIONS):
 - A. Enter NAF Civilian Personnel Office, Building 918, Murphy Drive, Fort Monmouth, NJ 07703
 - B. Enter name of NAF activity and local address
 - C. Enter request number, each activity maintains its' own log. (numeric order established yearly). Any questions call Dianne Smith 532-6924.
 - D. Enter date originated in activity
 - E. Enter Standard NAFI Number where position is charged against
 - F. Enter Kind Of Action Requested (Specify appointment reassignment, promotion, etc.)
 - G. Check appropriate box and enter paragraph/line number
 - H. Enter tentative date supervisor requests action to be taken
 - I. N/A
 - J. Check appropriate box and attach job description
 - K. Check appropriate box
 1. When applicable, enter employee's name
 2. CPO's responsibility
 3. CPO's responsibility
 4. CPO's responsibility

- 5. CPO's responsibility
- 6. CPO's responsibility
- 7a. CPO's responsibility
- 7b. CPO's responsibility
- 8. CPO's responsibility
- 9. CPO's responsibility
- 10. CPO's responsibility
- 11a. CPO's responsibility
- 11b. CPO's responsibility
- 12. CPO's responsibility

ITEMS 13 THROUGH 17B, SHOULD ONLY BE COMPLETED WHEN ACTION IS FOR AN EMPLOYEE PRESENTLY ON THE ROLLS OR FOR A SEPARATION.

- 13. Enter employee's current position title and position number
- 14. Enter pay plan and occupational series/code (Example: NF-0318, NA-7408)
- 15a. For Crafts and Trades employees, enter grade of job. For NF and CC employees, enter Pay Band level
- 15b. Enter step; Only For Crafts and Trades (NA, NS, NL) positions
- 16. Enter Annual Salary Rate if NF-03 or higher. Enter hourly rate for all others.
- 17a. Enter activity name and location where position is assigned
- 17b. Enter Standard NAFI number where position is charged against
- 18. Enter current position title and position number
- 19. Enter pay plan and occupational series/code (Example: NF-0318, NA-7408)
- 20a. For Crafts and Trades employees, enter grade of job. For NF and CC employees, enter Pay Band level

- 20b. Only Crafts and Trades positions (NA, NS, NL) positions

21. Enter Annual Salary Rate of new position NF-03 or higher. Enter new hourly rate for all others. A pay range is required for NF recruitment requests.
- 22a. Enter activity name and location where position is assigned
- 22b. Enter Standard NAFI number to where position is charged against
23. Enter Fort Monmouth, New Jersey
24. Enter 34-1065-025
25. Enter possible work schedule, (Days, Hours, Weekends) and any other special instructions
26. Self-explanatory
27. Self-explanatory
28. Self-explanatory
29. When possible, resignation should be in writing and signed by employee. Reason given by employee should be entered in item 29. If employee resigns over the phone, state verbal resignation given to (person accepting call) on date and reason. If employee calls and refuses to give a reason, please write "Employee refused to give reason for resigning".
30. Enter last day employee works
31. Enter address for any official communication, such as W-2
32. Self-explanatory
33. Self-explanatory

4. CECOM Bottom Line: THE SOLDIER.

10 Encls

LAWRENCE G. GENS
Human Resources Officer,
Nonappropriated Fund Personnel Office

PERSONNEL ACTION TERMS

Requirements

APPOINTMENTS:

The term APPOINTMENT, followed by the specific type Appointment being made, is to be used for initial to any category of position. An individual is appointed only once even if separated and re-employed.

Regular Full-Time (RFT)

Employee serves in a continuing position on a scheduled basis for 40 hours a week. Required to serve a one year probationary period. Employee is eligible to participate in Retirement Plan, 401(k), and in health and life insurance programs. Eligible for leave accrual.

Regular Part-Time (RPT)

Employee serves in a continuing position on a scheduled basis for 20 to 39 hours a week. The minimum workweek is 20 hours. Required to serve a one year probationary period. Employee is eligible to participate in Retirement Plan, 401(k) and in health and life insurance programs. Eligible for leave accrual.

Flexible (FLEX)

Employee serves in an indefinite position on either a scheduled or as needed basis. May only be for a basic workweek of from 2 to 39 hours. No retirement plan, 401(k), health and life insurance programs. Not eligible for leave accrual. Employee receives an appraisal once a year.

Concurrent

Added when employee has multiple positions.

Reinstatement

Employee is reinstated within 3 years of separation to the same or lower pay band or grade within Army NAFI's. May only be used for an employee whose separation was not for cause. This action may be taken noncompetitive.

Reemployment

Employee is re-employed after a break in service of more than 3 years of any individual with prior service including return from military furlough.

PERSONNEL ACTION TERMS (CONTINUED)

SEPARATIONS:

The term SEPARATION, followed by one of the following:

Resignation

When possible, resignation should be in writing and signed by employee. Reason given by employee should be entered in item 29. If employee resigns over the phone, state verbal resignation given to (person accepting call) on date and reason. If employee calls and refuses to give a reason, please write "Employee refused to give reason for resigning".

Abandonment of Position

Employee is separated due to abandonment of position, after at least 3 consecutive scheduled work days in an AWOL status.

From Flexible Appointment

Can separate employee at any time without a reason. May be separated with an advance notice of 7 calendar days.

MISCELLANEOUS PERSONNEL ACTIONS:

Conversion of Employment

Employee is changed from one employment category to another. This action may be made noncompetitive. (Example: Flex to RPT, RPT to RFT, RPT to FLEX, etc.)

Reassignment

Employee is reassigned from one position to another at the same pay level or grade (with or without a pay adjustment - NF employees).

Name Change

Employee has a name change for any reason, explain in item 25. (If due to marriage, need a copy of their new Social Security Card).

Change in Standard NAFI #

Employee moves from one Standard NAFI Number to another without any other change.

Change in Position Number

Change of position number when pay level/grade is not changed. State reason in item 25.

8 August 1996

Fort Monmouth Lodging Fund
Morale, Welfare and Recreation Personnel Requirements Document

Line # Category	Position Grade/Series	Job # Hourly	Incumbent Service Date	Work CTR Birthday
08/02 RFT	HSQ MGT ASST NF-1173-03	92-116 00.00	DOE, JOHN 03/01/90	F1582 02/23/41
08/03 RFT	BUDGET ANALYST NF-0560-04	92-065 00.00	DOE, JANE 10/31/85	F1582 01/30/34
08/04 RFT	CLERK NF-0303-02	92-022 00.00	MOUSE, MICKEY 07/15/96	F1582 09/05/48
08/05 RFT	LAUND MACH OP NA-7305-03/03	92-125 00.00	DUCK, DONALD 09/24/92	F1582 02/19/42
08/06 RFT	DESK CLERK NF-1176-02	92-115 00.00	BIRD, TWEETY 08/28/91	F1582 03/16/48
08/06A RFT	DESK CLERK NF-1176-02	92-115 00.00	POOH, WINNIE 06/07/98	00HG03 01/08/52
08/06B RFT	DESK CLERK NF-1176-02	92-115 00.00	FLINESTONE, FRED 03/19/98	F1582 03/19/43
08/06C RPT	DESK CLERK NF-1176-02	92-115 00.00		F1582 00/00/00
08/06D FLEX	DESK CLERK NF-1176-02	92-115 00.00		F1582 00/00/00
08/07 FLEX	DESK CLERK NF-1176-02	92-115 00.00		F1582 00/00/00
08/07A FLEX	DESK CLERK NF-1176-02	92-115 00.00	RUBBEL, BARNIE 04/11/94	F1582 03/25/28



AMSEL-PT-NAF

MEMORANDUM THRU _____

TO: DIANNE SMITH, COMMON SUPPORT OFFICE

SUBJECT: Nonappropriated Fund (NAF) Authorization to Enter on Duty

_____ has been completely processed by the NAF Civilian
Personnel Office, IAW AR 215-3 and is now authorized to enter on duty as of _____

PARA/LINE: _____

4017 REQUEST NUMBER: _____

POSITION/SALARY: _____

APPOINTMENT: _____

SOCIAL SECURITY NUMBER: _____

DATE OF BIRTH (M/D/Y): _____

ADDRESS: _____

PHONE NUMBER: _____

EMERGENCY POINT OF CONTACT & PHONE #: _____

The next Newcomers Orientation is scheduled for 1:30pm on _____ at the Community
Center, Building 552. Please call ACS at 532-2077 whether employee will be attending.

LAWRENCE G. GENS
Human Resource Officer, Nonappropriated Fund
Civilian Personnel Office

(EMPLOYEE'S SIGNATURE)

(DATE)

Copy to Dianne Smith, Faxed: _____

NONAPPROPRIATED FUND CLEARANCE SHEET

NAME _____

ORGANIZATION OR ACTIVITY _____

TYPE OF SEPARATION _____ EFFECTIVE DATE _____

REASON FOR SEPARATION _____

ADMINISTRATIVE OFFICE MUST CLEAR EMPLOYEES BY TELEPHONE FOR ITEMS 1 THROUGH 8

1. Administrative Office DA-4017 attached _____
2. Post Library, Bldg. 502, Maryann Holland or Linda Seibl X23172 _____
3. Fort Monmouth Officers' Club, Bldg. 2000, (**NF 03's & NF-04's ONLY**), Mary Moore, X24561 _____
4. Fort Monmouth Golf Course, Bldg. 2067, Gemma Ciarletta, X24307 _____
5. Outdoor Recreation, Bldg. 801, William Vinsko, X22374 _____
6. Physical Fitness Center, Bldg. 114, Elaine Holland or Tom Tarlton, X22848 _____
7. Child and Youth Services, Bldg. 2241, Olongapo Lane (Charles Wood Area), Laura Chlapowski, 532-6210 _____
8. Finance & Contracts Division, Bldg. 286, Russel Hall, Dianne Smith, 532-6924 _____
9. Property Book Officer, Margaret Sesta, X28268 _____

EMPLOYEES MUST CLEAR IN PERSON ITEMS 9 THROUGH 11 **CIVILIAN PERSONNEL OFFICE (BLDG. 918) IS THE LAST PROCESSING POINT**

9. Provost Marshal ID Section, Bldg. 977, Jay Farrow or Norma Smith, X24620 (Vehicle Registration & Security Badge) _____
(If employer is clearing for employee you may fax this clearance sheet to Jay Welsh, Chief, Security Division at 532-4626, phone # 532-1408 to clear, then Mr. Welch will fax it back to you)
10. Fort Monmouth Credit Union, Beth Strollo, 222-5500 (ext.) 151 _____
11. Civilian Personnel Office, Building 918, X22433:

Civilian ID Card, DA-1602 _____	Payout Form 401(k) _____
Insurance Form, DA-3473 _____	ACAP Information _____
Retirement Form, DA-3715 _____	JAC Information _____
US Health Care Form _____	Personnel Assistant (INITIALS) _____

*** **FOR TRANSFER OUT EMPLOYEES ONLY:** If employee is transferring to another installation they are eligible for the Sponsorship and Relocation Assistance Program. _____

I do not have in my possession any classified material or other government property for which I am accountable. In addition, I have been advised not to close my savings or checking account where my paychecks have been direct deposited, until receipt of final paycheck.

SIGNATURE OF EMPLOYEE

DATE

This employee has/had not had access to classified material during the period of his/her assignment and has been fully cleared of all property, classified materials and other responsibilities.

SIGNATURE OF SUPERVISOR

DATE

DATA TRANSMITTAL HEADER SHEET

TO: Jay Welch, Chief, Security Division

PHONE: 532-1408

FAX: 532-4626

FROM: _____

PHONE: _____

FAX: _____

DATE: _____ *TIME:* _____

TOTAL # OF PAGES INCLUDING HEADER:

COMMENTS: Enclosed is Nonappropriated Fund Clearance Sheet. Employee has been separated and is unable to clear in person, please initial block 9 and fax back ASAP. Thank you.

****PLEASE CALL IF YOU HAVE ANY QUESTIONS**

ORIENTATION FOR NEW EMPLOYEES

EMPLOYEE'S NAME

ACTIVITY

JOB TITLE

SERIES/GRADE

APPOINTMENT DATE

TYPE OF APPOINTMENT

To: _____:
(Supervisor's Name)

1. The information on the reverse side of this form is to be used as an orientation checklist. You are responsible for explaining and discussing each item with the new employee, answering their questions and having them initial each item discussed. If there are other items or questions discussed with the employee, please note them on this form or on an attached sheet.

2. This orientation process should be completed within seven (7) working days after the employee's entrance on duty date. Upon completion of the employee's orientation, this form is to be return to the NAF Civilian Personnel Office by endorsement below.

LAWRENCE G. GENS
Human Resource Officer
Nonappropriated Fund Personnel Office

TO: Human Resource Officer, NAF-CPO

1. The items numerated on the reverse side have been accomplished.
2. Request this form be placed in the employee's official personnel folder (OPF).

(Supervisor's Name)

(Date)

*Flexible

SECTION I. ORIENTATION IN PERSONNEL OFFICE

Trial Period-Performance Ratings	_____	* ACS Booklets	_____
Leave	_____	* Security Clearance/ID Card	_____
401(K) Savings Plan Pamphlet	_____	* Traffic Regulations	_____
Retirement	_____	* Transportation-Post Bus	_____
Life Insurance	_____	* Savings Bonds	_____
Medical Benefits (Give 3 Booklets)	_____	* Workers' Compensation Pamphlet	_____
See Benefits Tape	_____	* Employee Record/OPF	_____
Crediting Military Time/Vet Letter	_____	* Earned Income Tax Credit	_____
* Appointment-Nature and Duration	_____	* NAF Employee Handbook	_____
* Hours of Work	_____	* CPO Out Processing Procedures	_____
* Pay	_____	* Help List Information	_____
* Employee Services-Credit Union	_____	* Sponsorship Program (Transfers In only)	_____
* Newcomers Orientation (Log Sheet)	_____	* Garnishment Information, if nec	_____
* Job Description	* _____ (Date)	* Introduce to HR Officer, NAF-CPO	_____

SIGNATURE OF PERSONNEL ASSISTANT

SIGNATURE OF EMPLOYEE

SECTION II. ATTENTION SUPERVISOR!

You are required to provide Section II Orientation in accordance with DA Policy, within seven (7) working days after employee's EOD date. Return this form to the Nonappropriated Fund Personnel Office upon completion of the employee's orientation.

SECTION II. SUPERVISOR ON-JOB ORIENTATION

1. Explain hours of work, starting and quitting time, lunch period, where to eat, location of restrooms, etc.. _____
2. Explain use of time cards or system to be followed to keep attendance and how paid. Central NAF Payroll System. _____
18. Explain leave system; method for requesting leave, who to call in an emergency, absenteeism and lateness. _____
(AR 215-3, Chap 5)
18. Explain "Who's Who" in the organization. Clearly define the chain of command within your activity. Introduce to fellow employees. _____
18. Explain mission and tell how the employee's job fits in. Have employee read his/her job sheet (copy attached). Explain job, its' importance and relation to others. Provide a copy of the written performance standards for the job. _____
6. Explain probationary period requirements for regular employees. (AR 215-3, Chap 2, Sec IV) _____
7. Explain what training can be expected initially, and what other training is available. _____
8. Inform employee of advancement possibilities in this position, and NAF merit promotion opportunities. _____
18. Explain the performance evaluation and rating system. (AR 215-3, Chap 6). Explain NAF Incentive Awards Program, including Suggestions. _____
10. Tell how to report accidents and injuries (AR 215-1, Chap 13). Give location of Civilian Employees Health Clinic. _____
11. Tell how to obtain supplies, equipment, tools, etc., necessary to performance of the job. _____
12. Explain security requirements, pass and/or identification card, where good, and action if lost or left at home. _____
13. Explain safety regulations, including smoking restrictions and use of safety equipment. _____
18. Explain installation policies or procedures, including driving on Post, parking, use of cabs, use of phones for personal use, break time, cleanup time and rules within your specific activity. _____
15. Explain the Equal Employment Opportunity program and procedures, (Appendix A. and current LEO Plan). _____
18. Be sure employee has read Joint Ethics Regulation (JER), DoD 5500.7-R, Standards of Ethical Conduct, and such regulation has been discussed and explained. _____
17. Be sure employee attends MANDATORY Initial Ethics Training within 90 Days of EOD Date, for schedule call x24444 . _____
18. All questions on NAF benefits, policies, and procedures been explained and understood. _____

SIGNATURE OF EMPLOYEE

DATE

Questions Which May Arise in Regards to **“Job Description”**

Is it necessary to list every duty to be performed?

NO. It is not necessary to modify or delete standard verbiage which does not apply to a specific position. However, any addition or deletion is appropriate which doesn't change the essence of the job.

Is it necessary to include the statement “Performs other duties as assigned”?

NO. USACARA and the courts have consistently held that employees may be required to perform any reasonable duty which is assigned to them whether or not the position guide lists that duty or this statement

**POSITION GUIDE
NONAPPROPRIATED FUNDS**

Installation: Fort Monmouth, NJ 07703

Activity: ALL

Job Number: 00000

FLSA: Non-exempt
TITLE: Activity Name

Pay Plan/Series/Level
NF-0301-03

MAJOR DUTY DESCRIPTION

“Sample Form”

Major Duty Description Listed Here

QUALIFICATION REQUIREMENTS

Qualification Requirements Listed Here

This is an accurate statement of the duties and responsibilities necessary to carry out the NAF function for which I am responsible.

(Approving Official: Title - Signature)

(Date)

PROBATIONARY EMPLOYEES

- g. An employee may be separated during the probationary period if he/she fails to demonstrate that he/she possesses the skills or character traits for satisfactory performance in the position. Each employee should receive a fair trial period in the position, but no definite time limits can be set.
- (1) The supervisor is responsible for determining whether the employee's performance, or character traits are such as to warrant separation. Supervisors will discuss with the employee the specific reasons which led to the conclusion that he or she is an unsatisfactory employee. A record of the discussion will be prepared by the supervisor and placed in the CPO "Suitability File" and a copy will be given to the employee. A reasonable length of time will be allowed after the discussion to determine whether the employee has improved.
 - (2) If it becomes apparent, after full and fair trial, that the employee's performance general character traits or capacity are not such as to fit him or her for satisfactory service, the supervisor must initiate action to separate the employee. Separation action will be initiated in time to give the employee an advance notice of seven (7) calendar days before the effective date of separation unless his or her retention on active –
 - (a) Might result in damage or lost of property, or funds;
 - (b) Might be detrimental to the interest of the activity; or
 - (c) Might be injurious to the employee, his or her fellow workers, or the general public. Advance notice of 24 hours is sufficient in the above situations.
 - (3) When the decision to separate during probation is based upon misconduct, the employee may be separated with no advance notice.
 - (4) The notification will be DA Form 2424. The employee will be advised that the adverse action procedures in Chapter 11 do not apply and the separation will not be reviewed through use of the procedures in Chapter 8.
 - (5) Notice of separation may be given up to and including the last day of the probationary period, even though the effective date of separation may be beyond the end of the probationary period.

PERFORMANCE RATINGS

PURPOSE:

To let employees know that is expected of them and how well they are meeting those expectations.

To provide management with data to support personnel decisions.



01 September 2000

MEMORANDUM FOR **Managers' Name, Business Operation**

SUBJECT: **Employee Probationary Rating (EPR)**

1. Attached is an Employee Performance Rating (EPR) for **Jane Doe** who is assigned to your activity and is due a Probationary Rating.
2. If you are recommending retention, you must complete #7 of attached DA 3612-R, and return it to the NAF Civilian Personnel Office, Bldg. 918, NLT **05 November 2000**. No Rating is necessary.
3. **If this employee is not going to be retained in their present position, the determination should be made and the employee should be given written notice that they are failing to demonstrate the skills and/or character traits necessary for satisfactory performance in their position. A record of the discussion must be prepared by the supervisor and placed in the CPO "Suitability File" and a copy will be given to the employee. A reasonable length of time will be allowed after the discussion to determine whether the employee has improved. If it becomes apparent, after full and fair trial, that the employee's performance, general character traits, or capacity are not such as to fit him or her for satisfactory service, the supervisor must initiate action to separate the employee. Separation action will be initiated in time to give the employee an advance notice of seven (7) calendar days before the effective date of separation unless his or her retention on active duty:**
 - a. Might result in damage or loss of property, or funds;
 - b. Might be detrimental to the interest of the activity; or
 - c. Might be injurious to the employee, his or her fellow workers, or the general public advance notice of 24 hours is sufficient in the above situations.
4. When the decision to separate during probation is based upon misconduct, the employee may be separated with no advance notice.
5. The notification will be DA Form 3434. The employee will be advised that the performance based action procedures in the Nonappropriated Fund System Modernization (First Edition) 15 June 1003 do not apply and the separation will not be reviewed through use of the procedures in AR 215-3, Chapter 8.
6. **NF & CC** Flexible employees may receive pay adjustments, on the spot awards and/or performance awards.
7. **NA, NS & NL** Flexible employees may receive an on the spot award and/or performance awards. No pay adjustments are allowed.
8. Point of contact is NAF-CPO at X25452.
9. CECOM Bottom Line: THE WARFIGHTER.

Encls

LAWRENCE G. GENS
Human Resource Officer, Nonappropriated Fund
Civilian Personnel Office

15 March 2000

MEMORANDUM FOR **Managers' Name, Business Operation**

SUBJECT: **Flexible Employee Performance Rating**

1. Enclosed is the Employee Performance Rating (EPR) for the employee listed below:

Jane Doe

2. Completed EPR(s) must be submitted to the Nonappropriated Fund Personnel Office (NAF) by close of business on **16 April 2000** to be in compliance with the 30 day notice date. The late date is **28 April 2000**. Should there be unusual circumstances why an EPR cannot be completed by the above, the personnel office should be contacted in writing requesting the necessary extension.
3. NF & CC Flexible employees may receive pay adjustments, on the spot awards and/or performance awards.
4. NA, NS & NL Flexible employees may receive an on the spot award and/or performance awards. No pay adjustments are allowed.
5. Point of contact is NAF-CPO at X25452.
6. CECOM Bottom Line: THE WARFIGHTER.

Encls

LAWRENCE G. GENS
Human Resource Officer,
Nonappropriated Fund Personnel Office

15 April 2000

MEMORANDUM FOR **Managers' Name, Business Operation**

SUBJECT: **Employee Performance Rating**

1. Enclosed is the Employee Performance Rating (EPR) for the employee listed below:

Employees' Name	Annual
------------------------	---------------

2. Completed EPR(s) must be submitted to the Nonappropriated Fund Personnel Office (NAF) by close of business on **19 May 2000** to be in compliance with the 30 day notice date. The late date is **28 May 2000**. Should there be unusual circumstances why an EPR cannot be completed by the above dates the personnel office should be contacted in writing requesting the necessary extension.

3. If performance has been unsatisfactory, you must indicate in writing to this office reasons with written documentation to justify your actions.

4. NF & CC Flexible employees may receive pay adjustments, on the spot awards and/or performance awards.

5. NA, NS & NL Flexible employees may receive an on the spot award and/or performance awards. No pay adjustments are allowed.

6. Point of contact NAF-CPO at X25452.

7. CECOM Bottom Line: THE WARFIGHTER.

Encls

LAWRENCE G. GENS
Human Resource Officer, Nonappropriated Fund
Civilian Personnel Office

USING WORDS TO COMMUNICATE

TURN-OFFS

- Ten least effective words: “Don’t give me any excuses; just get the job done.”
- Nine least effective words: “I’m the boss and don’t you ever forget it.”
- Eight least effective words: “Either get with it or hit the road.”
- Seven least effective words: “I do not care what you think”.
- Six least effective words: “We’ve always done it that way.”
- Five least effective words: “You’re not paid to think.”
- Four least effective words: “Because I said so.”
- Three least effective words: “It’s company policy.”
- Two least effective words: “That’s stupid.”
- One least effective word: “Never.”

TURN-ONS

- One most effective word: “We.”
- Two most effective words: “Thank you.”
- Three most effective words: “I don’t know.”
- Four most effective words: “I made a mistake.”
- Five most effective words: “Your idea’s better than mine.”
- Six most effective words: ”Let’s work together to do it.”
- Seven most effective words: “What do you think should be done.”
- Eight most effective words: “I trust and respect you as a person.”
- Nine most effective words: “You know more about the job than I do.”
- Ten most effective words: “What can I do to help you fulfill your needs.”

COACHING



PURPOSE:

- Teach employees how to do their job
- Overcome performance and conduct problems
- Direct energies into productive channels
- Help employees capitalize on strengths and correct limitations
- Develop potential
- Build organizational commitment

COACHING WORDS TO LIVE BY

“I want every one of my players to believe that he’s the spark that keeps our team moving forward.”

- Knute Rockne -

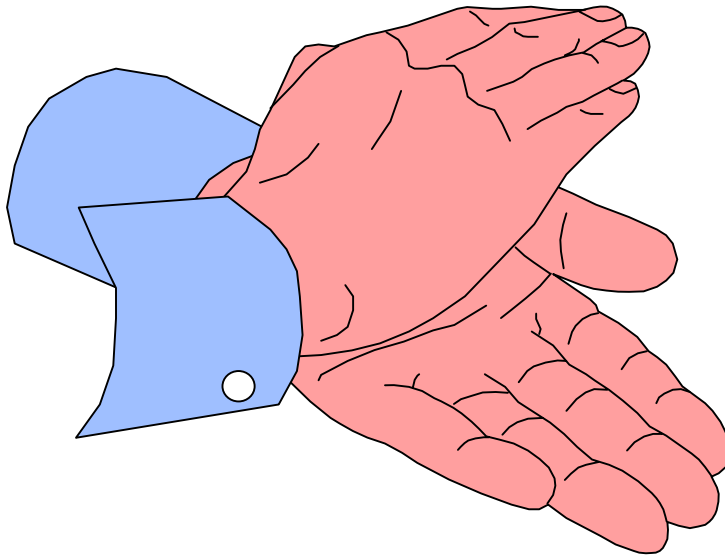
“A coach must present, correct, or help and not punish. He must make those under his supervision feel that they’re working with him rather than for him. He must be more interested in finding the best way rather than having his own way, and be genuinely concerned about his players.”

- John Wooden -
Former Head Coach
UCLA Basketball

POSTIVE REINFORCEMENT

PURPOSE: **To encourage continuation of good performance/conduct by giving positive feedback.**

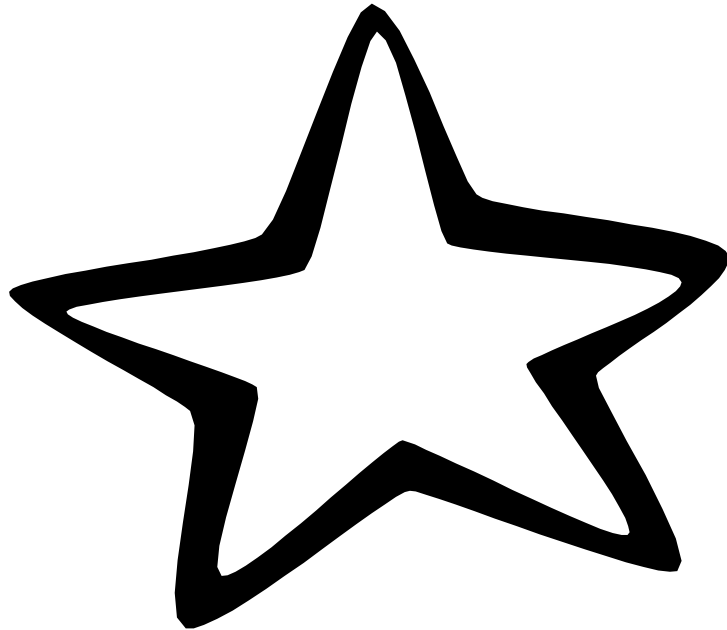
Success + Reinforcement = Continued Success



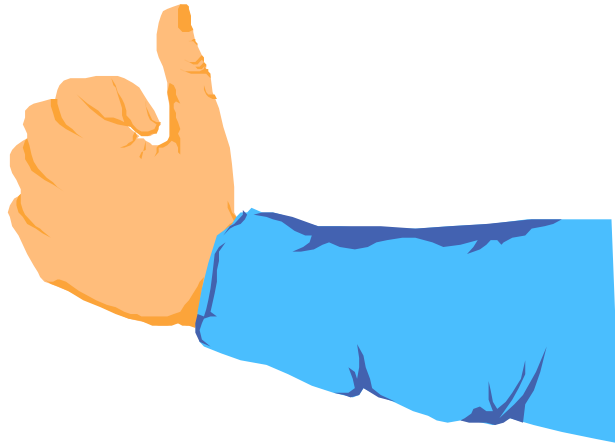
POSITIVE REINFORCEMENT

CHARACTERISTICS =

Simple - Informal Inexpensive



POSITIVE REINFORCEMENT



RULES OF THUMB:

- Use FREQUENTLY
- Reinforce even small successes
- Be consistent
- Recognize quickly
- Identify praiseworthy behavior
- Steer clear of comparisons
- “Catch people doing something right”

FORMAL RECOGNITION

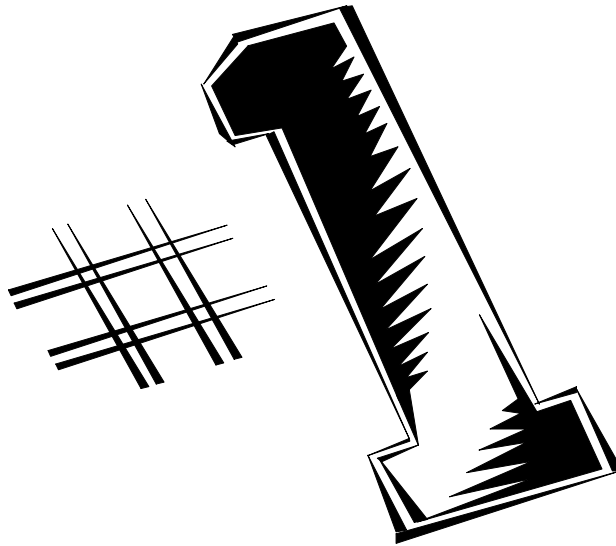


FORMAL RECOGNITION

PURPOSE:

To recognize and commend employees for “above and beyond” accomplishments.

To recognize and commend employees who have performed and competently, diligently and consistently over a period of time.



6-7 Annual Performance Ratings

- (a) **Rating Period.** Each employee serving under a regular appointment will be given a performance rating annually. The ratings will be due on a specified date each year or on the anniversary date of the employee's service computation date, as determined by the servicing civilian personnel office. The determination will be applied to all NAFI serviced. The ratings will ordinarily cover the most recent continuous, 12-month period of employment (time serviced in a probationary period is included). If the employee has served less than 120 days under his or her current supervisor, the annual rating may be prepared by the current supervisor after consultation with the previous supervisors or may be delayed until the end of the 120 day period. An annual performance rating remains in effect until superseded by the next successive annual rating.
- (b) **Levels of performance.** Any one of five ratings (with numerical values indicated) may be assigned to indicate the level of performance as follows:
1. **Outstanding** (four points). This rating is authorized when all aspects of performance have exceeded the standard for satisfactory performance for a 12-month period and are sufficiently outstanding to deserve special commendation and recognition. Each outstanding rating must be supported in writing by the rating official and approved by the supervisor next above. The employee will be presented a DA commendation certificate. In addition, a cash award not to exceed 15% of annual salary. See paragraph 9-8.
 2. **Excellent** (three points). This rating is authorized when the majority of performance standards are exceeded. Employee performance is of a quality clearly exceeding the standard for a satisfactory rating and merits consideration for a special achievement award not to exceed 5 percent of annual salary.
 3. **Satisfactory** (two points). A satisfactory rating is authorized when the employee's performance meets, but does not exceed the standard to the degree required for a rating of excellent. This rating meets acceptable level of competence requirements. (See paragraph 3-12.)
 4. **Minimally Satisfactory** (1 point). The employee meets established performance standards in a marginal manner and is often below the satisfactory level in one or more non-critical areas. The employee will be counseled on duty requirements and given the Opportunity and necessary training to improve performance. For UA employees only, consideration will be given to withholding the step increase for the employee (See paragraph 3-12).
 5. **Unsatisfactory**. An unsatisfactory rating is authorized when an employee's performance fails to meet established requirements for satisfactory performance for one or more critical major duties, in spite of a written warning notice and reasonable effort by the supervisor to help the employee improve. Action will be immediately taken to reassign or separate the employee in accordance with the provisions of Chapter 11.

6-8 Records

Each supervisor will use DA Form 3612-R (Nonappropriated Fund Employee Performance rating) to record the performance evaluation of each regular employee he/she supervises. The original copy of DA Form 3612-R will be reproduced locally on 8 ½ x 11 inch paper. A copy for reproduction purposes is located in the back of this regulation. A copy of each DA Form 3612-R, signed by the employee, the rater and the approving official, will be placed in the official personnel folder.

a. General. Performance standards will be established for each critical major duty that is essential to successful performance. They will indicate the quality of performance which is satisfactory for a specific position. They must be reasonable and of such a nature that an employee meeting the minimum qualification standards for the position can be expected to perform satisfactorily within a reasonable time after assignment to the position. They should be sufficiently high to assure an efficient operation but not so high that outstanding performance is beyond the achievement of a competent employee. Performance standards will be established in writing, for each position. No specific form or format is prescribed but may be developed to meet local needs. The use of forms designed for appropriated fund employees is authorized. Supervisors of UA personnel are responsible for ensuring that their employee understand what constitutes an acceptable level of competence for their specific positions.

b. Cooperation in developing or revising performance standards. Performance standards will be established based on knowledge of the duties of the position and the end product desired. The viewpoint of the incumbent is valuable in determining whether established standards are still realistic in view of current assignment and any recent organizational changes. Therefore, the employee's viewpoint should be sought and considered by the supervisor.

c. Aspects of performance. Performance standards may be established for any or all of the following aspects of a position. The aspects listed are not all-inclusive and some may merit greater weight than others for a particular position. They are not mutually exclusive; e.g., the quantity of work cannot be completely separated from the ability to organize and schedule work. Supervisors should add to the following list any aspects pertinent to a position and eliminate any which may not apply.

1. Quality of finished work.
2. Quantity of work.
3. Adaptability to new assignments and to changes in instructions, work methods, work situations, organization, or staff.
4. Relationships with other employees.
5. Relationships with employees of other agencies and outside organizations.
6. Timeliness.
7. Cost effectiveness.
8. Achievement of desired goals.
9. Leadership and initiative.

(6-8 Records Continued...)

10. Ability to use professional, technical, mechanical, clerical, or supervisory knowledge and skills pertinent to the position.
11. For jobs in which dealing with public is important, courtesy to the public must be reflected as pertinent.
12. For supervisors, furthering equal employment Opportunity is an essential element of performance. Factors to be considered in performance evaluation for Equal Opportunity include-
 - (a) Personal participation in EEO program leadership and administration.
 - (b) Fairness in making selections.
 - (c) Encouragement and recognition of employee achievements.
 - (d) Treatment of minority group employees and women.
 - (e) Training and Upward Mobility.
 - (f) Discipline – Applies equal penalties for equal offenses.
13. For positions in which accountability for property is critical, effective stewardship of this responsibility will be included as an essential element of performance
 - (a) **Internal control responsibilities**. Performance standards for managers will include internal control responsibilities per AR 11-2, Chapters 1-17 and 4-11.
 - (b) **Establishing performance standards**. In establishing performance standards for some positions it is often possible to identify quantifiable levels of attainment, e.g., increase sales by 5 percent, 10 percent, etc. In these cases consideration should be given to directly associating the amount of a monetary award with each level of accomplishment. This procedure serves as a visible incentive to the employee, prior to the start of the performance period, and simplifies the awards procedure (See also para 9-8c).

JUSTIFICATION FOR CERTIFICATES

Supervisor's Responsibility	Admin Assistant/Secretary's Responsibility	Lois Gelman's Responsibility
<p>Reviews samples of approved certificates for ideas.</p> <p>Prepares and submits justification, certificate style, on the back of the DA Form 5167-R where it states Brief Statement of Special Act or Service and forward to:</p> <ul style="list-style-type: none"> • <u>Eileen Strand</u>, Business Operations Division • <u>Jannine Eisner</u>, Family Activities Division • <u>Brenda Flaherty</u>, All other Activities 	<p>Reviews justification.</p> <p>Returns to supervisor, if necessary.</p> <p>Forwards to Lois German.</p> <p>Forwards approved justification to CPO where certificates are typed.</p>	<p>Reviews justification.</p> <p>Makes corrections, if necessary.</p> <p>Signs off and returns to Secretary.</p>



Regular full-time and regular part-time employees earn both annual and sick leave. Flexibles do not earn leave.

Sick Leave

Regular employees earn sick leave at the rate of 5 percent of the total hours in a pay status up to a maximum of 40 hours per week. This is without regard to length of your prior DoD NAFI service. There is no limit to the amount of sick leave you may accumulate; however, you will not be given a lump sum payment for your unused sick leave if you separate from employment. ***The use of sick leave has been expanded for up to 12 weeks to care for a family member with a serious health condition. Please see NAF-CPO for definitions and rules.***

Annual Leave

Annual Leave is earned at rates based on your total service with the Department of Defense (DoD) as a regular full-time or part-time employee and your creditable active duty military service. The following rates apply.

Less than 3 years service – 5% of the total hours in a pay status to a maximum of 40 hours per week.

3 or more but less than 15 years of service – 7 ½% of the total hours in a pay status up to a maximum of 40 hours per week.

15 or more years of service – 10% of the total hours in a pay status up to a maximum of 40 hours per week.

Each employee has the right to the use of annual leave to his/her credit; however, activity heads have the responsibility for determining when the leave will be used. Normally, unused annual leave in excess of 240 hours is forfeited by employees, however through advanced planning, employees and supervisor can implement measures to preclude forfeiture of accrued annual leave. Section 3 of Public Law 93-181 temporarily suspends, under 3 conditions (see NAF CPO for these conditions), the requirements that leave in excess of 240 hours be forfeited. You will receive a lump-sum payment for your unused annual leave when separating from employment.

Leave Without Pay

This is a temporary non-pay status and absence from duty which is requested by the employee and must be approved by the supervisor.

Military Leave

Each reservist of the Armed Forces of the United States or a member of the National Guard who is serving in a regular position are now permitted to use their entitlement to 15 days of military leave to include inactive duty training. A regular employee is entitled to military leave without loss of pay, time or performance rating for active duty training, inactive duty training, inactive duty training sometimes referred to as weekend drills, or engaging in field or coast defense training. Regular employees **MUST BE GRANTED** military leave upon presentation of official orders or other written documentation. A copy of the documentation is forwarded to NAF Financial Services with the Time and Attendance Report.

VOLUNTARY LEAVE TRANSFER PROGRAM (VLTP)

Army Regulation 215-3 authorized regular NAF employees to donate annual leave to other regular NAF employees for documented extended medical emergency or illness. The purpose of this program is to help employees avoid the hardship caused by inability to work due to medical emergency.

TO APPLY: Any NAF employee serving in a Regular Full-Time or Regular Part-Time position may apply for the VLTP provided the following conditions are met:

- a. The employee must have a medical emergency or condition which results in an absence from work for an extended period of time (a minimum of 10 working days).
- b. The employee must have used all their sick and annual leave.
- c. Application for the program must be made in writing through the immediate supervisor to the DCFA with documentation confirming illness by a doctor.

TO DONATE: Once an applicant is determined to be eligible and qualified for the program a message will be sent to all NAF activities on post, announcing an existing need. All Regular Full-Time and Regular Part-Time may donate leave to another employee who has applied and qualified for the VLTP. Forms are available from your supervisors. The only restriction placed on employees is that they may NOT donate leave to their immediate supervisor. In the past, the donor had to have the same or higher pay rate in order to donate annual leave to this program. This restriction has been removed. Leave will be given to the recipient on a prorated basis using the dollar amount of the donated leave and adjusting the hours to reflect the recipient's rate of pay. If someone donating leave earns \$5.00 an hour and donates 10 hours of leave to a recipient who earns \$10.00 an hour the recipient would receive 5 hours of leave, and vice versa. Once leave has been donated and transferred, it becomes part of the recipient's leave balance and it is not refundable to the donor. This program enables NAF employees to help each other through the tough times in the spirit of family. The Volunteer Leave Transfer Program is here for you if you need it.

Point of contact is Mr. Lawrence G. Gens, HR Officer, NAF-CPO at 532-5453.

THE FRIENDLY FAMILY LEAVE ACT (FFLA)

The Family Friendly Leave Act (FFLA), Public Law 103-388, permits employees to use sick leave to care for a family member or for purposes relating to the death of a family member (such as making arrangements for or attending the funeral of a family member). The Act applied to appropriated and nonappropriated fund employees. Although PL 103-88 specifies an effective date of 22 December 1004, the Office of Personnel management (OPM) has issued an interim regulation effective on 2 December 1004.

- (a) The Act guarantees full-time employees the use of five days (40 hours) sick leave each year to care for family member or for bereavement purposes. In addition, employees who maintain a balance of at least 80 hours of sick leave will be able to use an additional 64 hours per year for these purposes if needed. This brings the total amount of sick leave available for family care and bereavement purposes to a maximum of 104 hours (13 workdays) per year for employees who satisfy this condition.

- (b) Part-Time employees are covered by OPM's regulation, but their sick leave benefits are prorated. For example, a part-time employee who works 20 hours a week could use up to six and one half days (half of the 13 days available to full-time employees) under FFLA, while being required to have at least 40 hours of sick leave available to personal use.
- (c) The definition of "family member" includes a spouse; parents; spouse's parents; children, and their spouses, brothers and sister and their spouses; or any individual related by blood or affinity whose close association with the employee is equivalent to a family relationship.

OPM's Final Sick Leave Regulation removes the 3 year break-in-service limitation on the reaccrual of sick leave for former employees who return to federal employment on or after 2 December 1004.

THE FAMILY AND MEDICAL LEAVE ACT (FMLA)

The Family and Medical Leave Act (FMLA) became effective on 5 August 1993. The FMLA provides covered NAFI employees with entitlement to 12 workweeks of unpaid family and medical leave during any 12 month period, with employment and benefit protections. Current policies allow employees time-off for medical problems and family needs. The FMLA simply establishes a clear NAFI policy and ensures that all employees are treated fairly and equitably. FMLA will be granted for any of the following purposes:

- a. The birth of a son or daughter of the employee and the care of the newborn,
- b. The placement of a child with the employee for adoption or foster care,
- c. The care of a spouse, son, daughter or parent of the employee who has a serious health condition, or
- d. A serious health condition of the employee that makes the employee unable to perform the essential functions of his or her position.

An employee may elect to substitute annual leave or sick leave for unpaid leave (leave without pay) for any part of the 12 week leave entitlement. It must be noted that sick leave can only be used consistent with FM Regulation 690-630, Leave Administration. Employees will be required to provide advance leave notice and medical certification. FMLA may be denied if these requirements are not met.

ADOPTION

As a result of the Treasury-Postal Service Appropriation Bill, OPM has issued interim regulations permitting employees to use sick leave for purposes related to the adoption of a child. As provided by law, employees may substitute sick leave retroactively for all or any portion of any annual leave used by an employee for adoption purposes retroactive to 30 September 1001. The interim regulation became effective 2 December 1004. Direct questions to NAF-CPO, x22433.

2-Week Leave Periods		DAILY RECORD OF LEAVE USED DURING EACH PAY PERIOD <i>Example: If you take a day of sick leave, enter S-8 for that day. If you take a day of annual leave, enter A-8 for that day.</i>														ANNUAL LEAVE Carried Over			SICK LEAVE Carried Over		
BEGIN		THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	Earn/Used/Balance			Earn/Used/Balance		
1	Jan 3 - Jan 16															4		4	4		4
2	Jan 17 - Jan 30					H										4		8	4		8
3	Jan 31 - Feb 13															4		12	4		12
4	Feb 14 - Feb 27					H										4		16	4		16
5	Feb 28 - Mar 13															4		20	4		20
6	Mar 14 - Mar 27															4		24	4		24
7	Mar 28 - Apr 10															4		28	4		28
8	Apr 11 - Apr 24															4		32	4		32
9	Apr 25 - May 08															4		36	4		36
10	May 09 - May 22															4		40	4		40
11	May 23 - Jun 05					H										4		44	4		44
12	Jun 06 - Jun 19															4		48	4		48
13	Jun 20 - Jul 03															4		52	4		52
14	Jul 04 - Jul 17	H														4		56	4		56
15	Jul 18 - Jul 31															4		60	4		60
16	Aug 01 - Aug 14															4		64	4		64
17	Aug 15 - Aug 28															4		68	4		68
18	Aug 29- Sep 11					H										4		72	4		72
19	Sep 12 - Sep 25															4		76	4		76
20	Sep 26 - Oct 09															4		80	4		80
21	Oct 10 - Oct 23					H										4		84	4		84
22	Oct 24 - Nov 06															4		88	4		88
23	Nov 07 - Nov 20					H										4		92	4		92
24	Nov 21 - Dec 04								H							4		96	4		96
25	Dec 05 - Dec 18															4		100	4		100
26	Dec 19 - Jan 01							H							H	4		104	4		104

A - Annual CE - Compensatory Earned

S - Sick CU - Compensatory Used

H - Holiday CL - Court

TOA- Time Off Award

U/L Leave

Less than 3 years.....4 hrs

3 - 15 years.....6 hrs

(10 hrs. in last pay period)

15 years and over.....8 hrs

Your 2002 2-Week Leave Periods BEGIN		NONAPPROPRIATED FUND (NAF) LEAVE RECORD FOR 2002														ANNUAL LEAVE			SICK LEAVE		
		DAILY RECORD OF LEAVE USED DURING EACH PAY PERIOD														Carried Over 228			Carried Over		
		Example: If you take a day of sick leave, enter S-8 for that day. If you take a day of annual leave, enter A-8 for that day.														Earn/Used/Balance			Earn/Used/Balance		
		THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED						
1	Jan 3 - Jan 16															6		234	4		4
2	Jan 17 - Jan 30					H										6		240	4		8
3	Jan 31 - Feb 13															6		246	4		12
4	Feb 14 - Feb 27					H										6		252	4		16
5	Feb 28 - Mar 13															6		258	4		20
6	Mar 14 - Mar 27															6		264	4		24
7	Mar 28 - Apr 10															6		270	4		28
8	Apr 11 - Apr 24															6		276	4		32
9	Apr 25 - May 08															6		282	4		36
10	May 09 - May 22															6		288	4		40
11	May 23 - Jun 05					H										6		294	4		44
12	Jun 06 - Jun 19															6		300	4		48
13	Jun 20 - Jul 03															6		306	4		52
14	Jul 04 - Jul 17	H														6		312	4		56
15	Jul 18 - Jul 31															6		318	4		60
16	Aug 01 - Aug 14															6		324	4		64
17	Aug 15 - Aug 28															6		330	4		68
18	Aug 29- Sep 11					H										6		336	4		72
19	Sep 12 - Sep 25															6		342	4		76
20	Sep 26 - Oct 09															6		348	4		80
21	Oct 10 - Oct 23					H										6		354	4		84
22	Oct 24 - Nov 06															6		360	4		88
23	Nov 07 - Nov 20					H										6		366	4		92
24	Nov 21 - Dec 04								H							6		372	4		96
25	Dec 05 - Dec 18															6		378	4		100
26	Dec 19 - Jan 01							H							H	6		384	4		104

A - Annual CE - Compensatory Earned
S - Sick CU - Compensatory Used
H - Holiday CL - Court
TOA- Time Off Award

U/L Leave

Less than 3 years.....4 hrs
3 - 15 years.....6 hrs
(10 hrs. in last pay period)
15 years and over.....8 hrs

ACTIONS

	Supv	Glen/ Janey	Director	NAF- CPO	Legal	COS	Cmdr	AMC
Derogatory Police Information	X	X						
Derogatory PMO	X	X						
Non-Select of Veteran	X	X	X			X		
Non-Select of Spouse Preference	X	X	X				X	X
Other than Honorable Discharge Waiver		X	X				X	
Leave Restriction Letters	X	X		X	X			
Counseling Letters	X							
Official Counseling for the Record	X	X						
Official Letters of Reprimand	X	X		X	X			
Proposed of Suspension	X	X		X	X			
Proposed Separation	X	X		X	X			
Proposed Business Based Action	X	X	X	X	X		X	
Proposed Performance Based Action	X	X		X	X		X	



**SHOULD YOU ENCOUNTER AN EMPLOYEE DISCIPLINARY OR
PERFORMANCE PROBLEM, PLEASE CONTACT NAF CPO IMMEDIATELY**

**NAF-CPO will prepare the appropriate paperwork
concerning the following matters:**

**LETTERS OF REPRIMAND
PROPOSED SUSPENSIONS
PROPOSED SEPARATIONS
PERFORMANCE BASED ACTIONS**

Table 7-1 Penalties for delinquency or misconduct (See note 1)			
		Penalties	
Offense	First Offense	Second Offense	Third Offense
1. Insubordination (refusal to obey order, impertinence, like offense.	Official written reprimand, or 1-day suspension.	2-5 day suspension.	6-14 day suspension of separation.
2. Fighting or creating a disturbance resulting in an adverse effect on morale, production, or maintenance of proper discipline.	1-3 day suspension.	4-6 day suspension.	7-14 day suspension or separation.
3. Sleeping on duty (where safety of personnel or property is not endangered thereby.)	Official written reprimand, or 1-3 day suspension.	4-6 day suspension.	7-14 day suspension or separation.
4. Sleeping on duty (where safety of personnel or property is endangered thereby.)	5-14 day suspension or separation.	Separation.	
5. Drinking intoxicants while on duty; or reporting for duty intoxicated to a degree which would interfere with proper performance of duty, be a menace to safety of persons or property, or be prejudicial to the maintenance of discipline. (See Note 3)	5-14 day suspension or separation.	Separation.	
6. Absence without leave (any absence from duty which has not been authorized and for which pay must be denied. If absence is for 7 calendar day or more, see paragraph 2-12d.)	Official written reprimand, or suspension of 1-3 days.	4-6 day suspension.	7-14 day suspension or separation.
7. Debt complaints (neglecting or avoiding payment without sufficient excuse or reason).	Counseling, See AR 690-700, Chapter 735, Appendix E.		
8. False statements, misrepresentation, or fraud in completing application for employment or promotion or in other official records submitted to the Department of the Army. Apparent oversights and errors, where satisfactorily explained, may be excused where not otherwise disqualifying.	5-14 day suspension or separation.		
9. Loafing (willful idleness or deliberate failure to work on assigned duties).	Warning or official written reprimand.	Official written reprimand or 1-3 day suspension.	6-14 day suspension or separation.
10. Theft.	(See note 2.)		
11. Gambling on duty.	Official written reprimand, or 1-5 day suspension.	5-14 day s suspension.	Separation.

Table 7-1 CONTINUED...
Penalties for delinquency or misconduct (See note 1)

		Penalties	
Offense	First Offense	Second Offense	Third Offense
12. Notorious misconduct off duty. (With regard to off-duty conduct, all employees have an obligation to conduct themselves so that no disgrace or disrepute will be visited on the Department of the Army.)	1-14 day suspension, if offense is minor. Separation for major offenses.	Separation.	
13. Failure to observe any written regulation or order prescribed by appropriate authority.			
(a) Violation of administrative regulations where safety of persons is endangered, or funds or property is jeopardized.	1-5 day suspension or separation.	6-14 day suspension or separation.	Separation.
(b) Violation of administrative regulations where safety of persons is not endangered or funds or property is not jeopardized.	Official written reprimand.	1-5 day suspension.	6-14 day suspension or separation.
(c) Refusal to testify in a properly authorized inquiry or investigation conducted by representative of the Department of the Army except here such refusal is based upon the grounds of self-incrimination.	1-5 day suspension or separation.	6-14 days suspension or separation.	Separation.
14. Immoral or indecent conduct.	3-5 suspension or separation.		
15. Knowingly making false or malicious statements against other employees, supervisors, or officials with the intent to harm or destroy the reputation, authority, or official standing of those concerned.	Official written reprimand or 1-14 day suspension.	Separation.	
16. Transferring, selling or introducing intoxicants on government premises except where authorized. (See note 3)	Official written reprimand or 1-3 day suspension.	4-6 day suspension.	7-14 day suspension or separation.
17. Off-duty misconduct of such major significance that the employee cannot fulfill his or her job responsibilities. Off-duty misconduct that has an adverse effect upon the Army.(See note 4)	Official written reprimand to separation.	Separation.	

Table 7-1 CONTINUED...**Penalties for delinquency or misconduct (See note 1)**

		Penalties	
Offense	First Offense	Second Offense	Third Offense

18. Unauthorized use of an official motor vehicle.	30-day suspension or separation.	Separation.	
19. Threatening or inflicting bodily harm, physical resistance to competent authority.	Official written reprimand to separation.	Suspension or separation.	
<p>NOTES:</p> <p>This table may be used as a general guide in imposing disciplinary action against NAF employees to assure like penalties for like offenses throughout the Department of the Army. This list of offenses and suggested penalties may not successfully meet the demands of all situations and therefore is to be considered as suggestive only. The fact that an offense is not listed in the above table does not mean that a penalty cannot be imposed if the offense is committed. If an offense is not listed in this table, a reasonable penalty can be determined through comparison with those listed. Final decision as to the action to be taken will rest with the responsible administrative officials.</p> <p>Penalty imposed will be determined primarily by value of articles stolen, whether property was recovered, and employee's explanation.</p> <p>Actions involving these offenses should be evaluation in consonance with the Alcohol and Drug Abuse Control Program.</p> <p>Removal is mandatory when US citizen employees in foreign areas commit serious offenses against host government laws that reflect unfavorably upon the United States and/or affect the accomplishment of the Army mission.</p>			

SAMPLE ONLY (PLEASE COORDINATE WITH CPO)

SELF-MWR-BA-L

Date

MEMORANDUM FOR _____

SUBJECT: Official Counseling For The Record

1. This memorandum is to inform you that you are officially being counseled for your **tardiness** on _____ 2000.
2. On Saturday, **DATE**, you reported to work at 1015 hours. You were scheduled to report at 1000 hours and have been charged with .25 hours Absence Without Leave (AWOL).
3. On Wednesday, **DATE** you reported to work at 0930 hours. You were scheduled to report at 0800 hours and have been charged with 1.50 hours AWOL.
4. It is important for you to realize that this type of misconduct is highly inappropriate and will not be tolerated. Tardiness interferes with our mission and our ability to provide quality service to our customers. Additionally, being tardy creates a hardship for both management and your co-workers at Lane Hall.
5. This memorandum of counseling is corrective in nature and is intended to impress upon you the seriousness with which I view your behavior. Further incidents of tardiness may result in possible disciplinary action or removal from Nonappropriated Fund Instrumentality Service.
6. This memorandum will be filed in your Official Personnel Folder.

Manager's Name
Title
Activity

CF:
CPO

I HAVE READ AND UNDERSTAND THE ABOVE STATEMENT

SIGNATURE DATE

SAMPLE ONLY (PLEASE COORDINATE WITH CPO)

SELF-M-MWR-BA-L

Date

MEMORANDUM FOR _____

SUBJECT: Official Counseling For The Record

1. This memorandum is to inform you that you are officially being counseled for **your failure to report for duty** on _____ 2000.
2. On Monday, **DATE**, you were scheduled to work from 0600 to 1000 hours. You did not call in, nor did you request leave. You were charged with four (4) hours AWOL.
3. AWOL interferes with our mission and our ability to provide quality service to our customers. Additionally, being AWOL creates a hardship for both management and your co-workers at Lane Hall.
4. This memorandum of counseling is corrective in nature and is intended to impress upon you the seriousness with which I view your behavior. Further incidents of AWOL may result in possible disciplinary action or removal from Nonappropriated Fund Instrumentality Service.
5. This memorandum will be filed in your Official Personnel Folder.

Manager's Name
Title
Activity

CF:
CPO

I HAVE READ AND UNDERSTAND THE ABOVE STATEMENT

SIGNATURE

DATE



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY

HEADQUARTERS, U.S. ARMY COMMUNICATIONS-ELECTRONICS COMMAND

AND FORT MONMOUTH

FORT MONMOUTH, NEW JERSEY 07703-5000

Nonappropriated Fund Division

15 April 1999

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Use of E-mail

1. On 17 March 1999, the Commanding General issued Policy Memorandum No. 99-15, Permissible Uses of Federal Government Communications Resources. The policy identifies the proper use of equipment such as telephones, computers, and facsimile machines. While it is permissible to send and receive e-mail messages on your Government computer, you should be careful about what you say in your e-mail communications.
2. Civil litigation gives parties the right to discover evidence, i.e., the right to require the production of evidence that is relevant to the issues involved in a lawsuit. E-mail is discoverable and can be used in evidence. It is easy to read, it is usually uninhibited and candid in ways that other communications may not be, and it is extremely creditable with judges and juries. Consequently, you should exercise great care in what you say in your e-mail. In addition to being used as evidence in a lawsuit, e-mail that defames a person (including a corporation) can be an independent basis for a lawsuit. Defamation can include false accusations, misquoting to cause harm, and a variety of things that might be considered simply humorous. E-mail that defames or shows unwarranted bias towards contractors, corporations, or individuals is not proper use of Federal Government communication resources.
3. If you should be named in a defamation lawsuit, you should be aware that unless the Department of Justice determines you were acting in the scope of your employment, you will be required to pay for your own defense and any damages assessed. One who deliberately defames another is not acting within the scope of his or her employment.
4. Policy Memorandum 99-15 provides in part that "any use (of Government resources) that would reflect adversely on the Army or the Department of Defense, or which is incompatible with public service is prohibited." The Standards of Ethical Conduct for Government Employees indicate that acting without impartiality in performing our official duties is incompatible with public service. I encourage you to take a few seconds before you hit the "send" button-think before you "send"

DIANA MOORE
LTC, JA
Staff Judge Advocate

8. Business Based Actions (BBA).

a. General.

- (1) This section provides procedures for effective reductions and re-alignment that are necessary to conduct operations in an effective manner. (These procedures replace the reduction-in-force procedures contained in AR 215-3, Chapter 10.) The following provisions cover Regular employees and also Flexible employees who have been on the rolls of the NAFI for three (3) continuous years.
- (2) In no case may BBA be used to separate, demote, or reduce pay or hours for inadequate performance or disciplinary problems.
- (3) BBA are non-disciplinary, involuntary actions taken by management to adjust personnel resources with a minimum of disruption to operations. While some MWR activities are not businesses, they still must be staffed in the most economical manner consistent with maximum efficiency. BBA include, but are not limited to:
 - (a) Reduction in pay rate (NF employees only).
 - (b) Reduction in pay level/grade.
 - (c) Reduction in hours of work.
 - (d) Change in employment category.
 - (e) Furlough.
 - (f) Separation.

b. Advance Planning.

- (1) Reductions and re-alignments should be have top management attention to decrease adverse effects on employees and on the future effectiveness of the activity involved. Early command involvement is essential. Careful planning is necessary to lessen the impact, prepare employees, and to forestall administrative and morale problems cause by hasty action. Good employer – employee relationships require that management show concern for the employee’s problems, morale, and economic security.
- (2) In planning to reduce or re-align the workforce, it is important to consider each of the various actions that can be taken. For example, in order to meet a need to reduce the scope of an operation, a reduction in ours of work for all employees may be more acceptable than the separation of some employees. The tools available to management are sufficiently diverse to allow the effects of reductions to be broadly spread and thereby minimizing the impact on the workforce.
- (3) All actions which result in the reduction or separation of 50 or more employees require written notification be furnished through command channels to HQDA, CFSC-HRP, not less than 30 days prior to implementation. Guidance for the information required to be reported is in AR 5-10, Relocation and Re-alignment Actions.
- (4) Servicing civilian personnel offices will also provide advance notice of reductions involving 25 or more employees to the Department of Labor as required in AR 215-3, paragraph 14-4a(3).

c. Tenure following active military duty.

(1) Regular employees restored to duty through exercise of statutory rights following active military duty re entitled to the retention priorities specified below.

(a) Retention rights for 1 year. Employees who are entitled to be retained for 1 year after exercising their re-employment rights under Section 9 of the Military Selective Service Act of 1967, (50 USC app 451 et seq.) will be given priority in retention over other employees until the expiration of the 1 year period. This includes employees who enlist (Other than in reserve component) and those who were ordered or called to active duty (other than for training or physical examination).

(b) Retention rights for 6 months. Employees who are entitled to be retained for 6 months after exercising their reemployment rights will be given retention priority over other employees until the expiration of the 6-month period. This includes members of the Reserves and National Guard re-employed after having served an initial period of active duty for training.

(2) An employee with the above retention priority who would otherwise be affected by a BBA will be temporarily passed over until completion of the statutory retention period, providing the employing NAFI is not dissolved during that period.

d. Transfer of function.

(1) A transfer of function is the transfer of a continuing function from one NAFI and its addition to one or more other NAFI's or the movement of the function to another commuting area, except when the function involved is virtually identical to functions already being performed in the other NAFI or commuting area. A function is transferred when it disappears or is discontinued at one location and appears in identifiable form at another location.

(2) When one or more functions of a NAFI are transferred, regular employees identified with the transferring function will be transferred with the function if the alternative is separation or demotion. If they decline to move, they may be separated without prejudice. A written offer of transfer will be made at least 30 calendar days prior to the effective date of the transfer and a written declination of the offer of transfer will be obtained within 15 calendar days of receipt of the offer from each employee who declines to move with his/her function.

e. Policy.

- (1) When it becomes necessary to reduce or re-align the workforce, the head of the activity will obtain the concurrence of the next higher level prior to initiating any actions.
- (2) The determination of the positions to be affected, and the type of personnel actions to be taken with respect to each of the employees, will be made by the head of the activity. Such decisions will consider the cause for the reduction, whether it is a temporary or permanent situation, the importance to the activity of the various functions, and the changed mission or organization.
- (3) Determinations of the specific employee to be affected will be based on factors such as employee knowledge, skill, and ability as demonstrated through performance. Covered employees must be ranked to determine the order in which they will be affected. The ranking process must include performance and seniority. Performance may be the primary criterion. In determining ranking the employee's last two performance ratings must be considered as a minimum. In the absence of documented performance ratings, a satisfactory rating will be presumed.

- (4) Employees have a right to grieve within 15 calendar days after the effective date of the BBA if they believe regulations and procedures were not properly applied.

f. Effecting BBA.

- (1) Upon identification of the employees to be affected, the official initiating the action will record the basis for the actions to be taken. This record will include:
 - (a) The business or operational condition that necessitated the reduction or re-alignment.
 - (b) The basis used for determining which employees are impacted.
 - (c) The names of all employees and the actions taken on each.
- (2) Notices will not be issued between 15 December and 3 January. Written notification will be provided to all affected employees. The notice letter will:
 - (a) State the action being taken, including position title, series, grade or pay band level, and rate of pay when applicable.
 - (b) State the reason why the action was necessary.
 - (c) Advise of the right to review the records used to determine employees to be affected. (Applicable only when more than one employee occupies an affected position.)
 - (d) If the action is separation, include the statement: "This action is non-prejudicial and does not preclude re-employment."
 - (e) Advise of severance pay entitlement when applicable.
 - (f) Advise of loss of retirement, savings plan, and insurance participation when appropriate.
 - (g) Advise of placement of the local re-employment priority list and HQDA priority consideration system when applicable.
 - (h) Advise of eligibility for Civil Service positions for one year from date of separation under the DoD/OPM Interchange Agreement.
 - (i) Advise of employees' right to grieve.
- (3) All actions requiring a DA 3434 (except separation) will be effective on the first day of a pay period.

g. Notice Periods.

- (1) Separation.
 - (a) Regular employees will receive a minimum **30-day advance written notice**.
 - (b) Covered flexible employees will receive a minimum 7-calendar day advance written notice.
- (2) Reduction in Pay Rate. This action may only be taken on NF employees and requires a minimum 7-calendar day advance written notice for both regular and flexible employees. Reduction in pay rate does not require a change in duties.
- (3) Reduction in pay level/grade. An NF employee may be reduced in pay level and an NA, NL, or NS employee may be reduced in grade only in consonance with a change to the position. A minimum advance written notice of 7-calendar days will be provided all employees.
- (4) Reduction in hours of work.
 - (a) Regular part-time employees will be given a minimum 7-calendar day advance notice.
 - (b) Flexible employees will be given a minimum 24 hours advance notice.

- (5) Change in employment category. An advance minimum written notice of thirty (30) days will be given when a regular full-time employee is changed to regular part-time or

flexible, when a regular part-time employee is changed to flexible, or when a regular employee is changed to seasonal.

- (6) Furlough. Furlough is a non-duty, non-pay status and is appropriate only for regularly scheduled employees. During a furlough period, no type of leave may be used. Advance written notice will be provided that is equal to the length of the furlough up to a maximum of 30 days. For furloughs in excess of 30 days, a 30-day notice is required.

h. Records.

The record outlined in f.(1), together with copies of employee notifications, will be retained by the employing activity for a period of one (1) year.

i. Re-employment priority list.

Re-employment priority list. Each activity that has separated regular employees by business based actions will retain the employees' names for one (1) year from date of separation. When a regular vacancy occurs at the same level and duties of their former positions, they will be offered the position. If more than one person is eligible, the individual with the earlier date of separation and/or seniority will be offered the position. If the individual declines the offer, his or her name will be removed from the list. A person on the list will also be offered priority consideration for positions in other NAFIs in the commuting area if the vacancy is being filled on a competitive basis.

9. Performance Based Actions.

a. General.

This section provides procedures for effecting non-disciplinary involuntary personnel actions based upon failure to meet established levels of performance. These procedures replace the Adverse Actions contained in Chapter 11, AR 215-3. Performance based actions include reduction in pay rate (NF employees only), reduction in grade or pay level, and separation. Except separation due to physical/mental disqualification (para 2-129).

b. Communication-Counseling.

Performance evaluation should be an on-going process which includes periodic communication between supervisor and employees as reflected in AR 215-3, Chapter 6. Counseling employees about specific performance deficiencies as soon as they arise and offering appropriate assistance can often prevent more serious performance problems. It is important that employees be given a reasonable chance to demonstrate acceptable performance. The determination of the appropriate length of time for an employee to improve should be determined on a case-by-case basis. Individual supervisors are in the best position to understand the work requirements of their units and the nature of the employees' duties and responsibilities and, therefore, to exercise judgement in determining how to reasonably structure the employees' Opportunity to improve.

c. Procedures.

- (1) Any time that an employee fails to meet established levels of performance, the supervisor must notify the employee in writing of the specific elements for which performance is unsatisfactory. The employee will also be informed of the level of performance that must be attained and the time that will be allowed to provide a reasonable Opportunity to achieve the required level of performance. A tool that in some cases can help in accomplishing this, is a formal, written performance improvement plan. Such a plan provides a structured means of identifying the areas of deficiency and laying out a plan for improving the employees' performance. In all cases, the employee should be given every assistance to achieve acceptable performance.
- (2) An employee, whose performance has been determined to be unsatisfactory after being afforded an Opportunity to improve, is entitled to a 30-day advance notice of the action to be taken. The notice will include a statement identifying the performance requirements which the employee failed to meet and what action was taken to assist the employee in improving. The notice will also inform the employee of the specific action to be taken, the right to grieve the action, to whom the grievance should be addressed, and the effective date of the action.
- (3) A copy of the official personnel action (DA Form 3434) will be delivered to the employee at the same time as the notice of decision. The servicing civilian personnel office will retain all records pertaining to the action in the employee's official personnel file.

MEMORANDUM FOR All Activities Utilizing Nonappropriated Fund At Fort Monmouth

SUBJECT: ***Amendment #2***, Letter of Instructions For On-The-Job Injuries and Workers' Compensation Benefits For Nonappropriated Fund (NAF) Employees

1. **PURPOSE.** To outline the responsibilities and procedures for administering the Workers' Compensation Program for NAF employees. These procedures supersede all previous instructions issued by this office.

2. **REFERENCE.** AR 215-1, Chapter 14

3. **DISCUSSION.**

a. All Nonappropriated Fund Instrumentalities (NAFI's) are covered against claims resulting from on-the-job injuries through a self-insured workers' compensation program managed by the Army Central Insurance Fund (ACIF). Each activity pays a premium each year based upon the cost of operating the program. The program covers all civilian NAF employees. ***It does not cover off duty military.***

b. Any civilian NAF employee injured on-the-job who receives medical attention and/or misses work due to an on-the-job injury may file a claim for reimbursement of medical expenses and/or lost salary.

c. Lost time and medical benefits will be provided through the claims service contractor. If an employee is absent from work more than three days as a result of an on-the-job injury, they are eligible for compensation. Benefits are based on 2/3 of the employee's average weekly earnings, which has a minimum and maximum rate.

d. Regular full-time/part-time employees may be granted sick leave or leave without pay (LWOP), upon written request. Employees may request the temporary use of sick leave pending the receipt of Workers' Compensation Benefits, by completing Workers' Compensation Claim Benefit Options Form.

4. **RESPONSIBILITY.**

a. **Supervisors/Facility Technicians.** Supervisors/Facility Technicians are ***RESPONSIBLE*** for authorizing medical treatment for an employee injured on-the-job and for ***COMPLETING ALL FORMS*** associated with the injury. ***FAILURE TO REPORT AN LOSS TIME INJURY*** to the Department of Labor within ten (10) days from the date the supervisor/facility technician had knowledge of the injury will result in a 10% penalty based on the 1st payment of lost time benefits. Failure or refusal to file the LS-202 may result in a fine of \$10,000 levied by Department of Labor. The LS-202 ***MUST BE RECEIVED AT NAF-CPO WITHIN*** eight (8) days in order to ensure compliance.

AMSEL-PT-NAF

SUBJECT: **Amendment #2**, Letter of Instructions For On-The-Job Injuries and Workers' Compensation Benefits For Nonappropriated Fund (NAF) Employees

b. Employees. Employees are responsible for immediately reporting an injury while on-the-job to their supervisor/facility technician or someone in the supervisory chain, obtaining approval for treatment, initiating a claim for reimbursement of medical expenses and/or lost wages, and for obtaining and providing all medical certificates, bills, etc. to their supervisor/facility technician or NAF Civilian Personnel Office (CPO). If an employee desires temporary use of sick leave pending receipt of compensation benefits and/or to augment their benefits with sick leave, they must request it in writing by completing Workers' Compensation Claim Benefit Options Form and agree to reimburse the fund upon receipt of benefits for sick leave temporarily used.

c. Civilian Personnel Office. The NAF-CPO will provide guidance and direction to supervisors/facility technicians and employees, process all completed claim forms, coordinate with the Department of Labor, RSKCO, our claims service contractor, Fort Monmouth Safety Office, Occupational Health and maintain a file on all on-the-job injuries.

d. Time and Attendance Clerks. Time and Attendance Clerks, under direction of supervisor/facility technician, are responsible for insuring that individuals injured on-the-job and drawing compensation benefits are reported on time and attendance cards in accordance with these instructions and Time and Attendance Reporting Procedures Users Manual.

5. General Guidance. Attached are charts that show the sequence of actions required by both the employee and supervisor/facility technician when an on-the-job injury occurs. The following additional guidance is given:

a. When a supervisor/facility technician becomes aware that an employee has been injured he/she must determine whether the injury is an emergency (required attention to prevent loss of life or limb) or not. If it **IS** an emergency, you should call 911 and have them transported to the closest off base Hospital Emergency Room. If it **IS NOT** an emergency, the supervisor/facility technician may either direct or recommend that the employee report to Occupational Health or to the individual's private physician. After normal duty hours refer employee to either off-post hospital or to their private physician.

b. Complete Part A of the LS-1 form and give to the employee to take with him/her when obtaining treatment at off-post hospital or to the individual's private physician. The authorizing official that signs the LS-1 **MUST** enter the name and address of physician or medical facility authorized to provide medical service. If the employee has already obtained medical treatment, a physician's report must be provided to expedite the claim. Determination whether a claim is compensable is made by the claims service contractor. Medical documentation is required to substantiate any claim. Complete AMSEL-1051 and give to employee to take with them when obtaining treatment at Patterson Army Health Clinic. An employee **MAY NOT** change physicians after their initial choice unless the claims service contractor (RSKCO) has given prior consent for change.

SUBJECT: ***Amendment #2***, Letter of Instructions For On-The-Job Injuries and Workers' Compensation Benefits For Nonappropriated Fund (NAF) Employees

c. If the physician determines that the employee is not capable of returning to duty, find out whether the employee desires to be placed on sick leave or LWOP for the duration of the injury. The employee may wish to use sick leave temporarily, pending receipt of benefits. If employee will be incapacitated from duty for 3 days or less no compensation will be paid. Sick leave provisions only apply to employees who earn sick leave.

d. If the employee has already obtained medical treatment, a physician's report **MUST** be provided to expedite the claim. Medical documentation to substantiate all claims is required. Determination is made by RSKCO.

e. If the employee desires to be placed on LWOP, the employee's time will be shown on the time card as absence without pay (AWOP) Code 4 (see paragraph 3-3 d (1), Time and Attendance Reporting Procedures Users Manual) for those hours he/she would normally be scheduled, and the employee will retain all payments received from workers' compensation.

f. If a regular full-time/part-time employee desires the use of sick leave, they ***must also request it***, plus agree to pay back the temporary use of sick leave (see Workers' Compensation Claim Benefit Options Form). The temporary use of sick leave is only to be used to prevent a financial hardship to the employee when there may be a delay in receiving Workers' Compensation benefits. Normally an employee will receive his/her first benefit check within 14 days of the 1st day of disability.

g. If the employee was granted temporary use of sick leave, upon receipt of their compensation check they **MUST** take the check and check stub to NAF-CPO to buy back the temporary sick leave used. For the days that the employee was granted temporary use of sick leave, if approved, a corrected time cards must be prepared after notification and forwarded to NAF Financial Services, P.O. Box 6111, Texarkana, Texas 75505-6111.

6. A copy of these instructions must be provided to each supervisor/facility technician and attendance clerk. Any questions regarding these procedures should be directed to NAF-CPO Personnel Assistants.

5 Encls

1. Responsibilities
Time Card Reporting
2. Form LS-1
3. Form LS-202
4. Form LS-210
5. Workers' Compensation Benefit Claim Options Form

//s//

LAWRENCE G. GENS
Human Resource Officer, Nonappropriated Fund
Civilian Personnel Office

ON-THE-JOB INJURIES

RESPONSIBILITY OF EMPLOYEE

1. Immediately notify supervisor/facility technician.
2. If medical treatment is required, obtain a **COMPLETED Part A Form LS-1 from your supervisor/facility technician** and take to the off-post hospital or your physician. Inform hospital or physician that the incident is an on-the-job injury. The physician is to complete Part B of the LS-1. **Contrary to instructions on the form**, ask the physician to complete the form and return it to you or mail to your supervisor/facility technician at address shown in item 9, who will then forward to NAF-CPO. An **AMSEL-1051** will be required for Patterson Army Health Clinic.
3. If the physician determines you are unable to return to duty and does not complete the LS-1 form immediately, obtain a sick leave slip and turn it in immediately to your supervisor/facility technician.
4. If further treatment is required after the physician completes the LS-1, obtain Form LS-204 from your supervisor/facility technician, take it to the physician on your next visit, for completion, and return completed forms to your supervisor/team leader.
5. An employee may not change physicians after the initial choice unless RSKCo has given prior consent for the change.
6. If you lose time from work, you must complete a Workers' Compensation (w/c) Claim Benefit Options Form. Loss time starts the day after the injury.
7. If you agreed to the temporary use of sick leave, when you receive your first w/c benefit check, you must take it to NAF-CPO, who will initiate action to re-credit your sick leave.
8. All medical bills should be forwarded to NAF-CPO to be sent to RSKCo, our claims service contractor, for payment.
9. If you are employed at a second job, you must notify NAF-CPO in order for you to be compensated, if approved.

RESPONSIBILITY OF SUPERVISOR/FACILITY TECHNICIAN

1. Authorize medical treatment or examination, if necessary.
2. If it is an **emergency**, you should call 911 and have employee transported to the closest off base Hospital Emergency Room. An LS-1 will be required.
3. If it is a **non-emergency**, you may either direct or recommend that the injured employee report to Occupational Health or to the individual's private physician. **After normal duty hours**, refer employee to either off-post hospital or employee's private physician. An AMSEL-1051 will be required for Patterson Army Health Clinic or an LS-1 will be required for employee's private physician or off-post hospital.
4. Insure that injured employee receives the w/c pamphlet, which attempts to answer the questions most frequently asked when an on-the-job injury occurs.
5. If an injured employee elects or is directed to an off-post emergency room, you should supply them with an LS-1, if possible. Once the emergency room visit is completed, if your employee desires to visit their own private physician, you should supply them with **ONLY ONE** additional LS-1, completing Part A. Enter the physicians' name and address and give it to your employee. Instruct your employee that upon completion of the LS-1 by their physician, they should return the LS-1 to you, who will forward to NAF-CPO. NO additional LS-1's may be provided to your employee. Any other approvals to any other doctors or specialists, or any tests MUST be approved by RSKCo (formerly Alexsis).
6. Contrary to instructions, when the physician completes LS-1 and LS-204, have employee return it to their supervisor/facility technician, who will forward to NAF-CPO.
7. Form LS-202, per attached example, must be completed and returned to NAF-CPO **within eight (8) days from the time the supervisor/facility technician first became aware of the accident**. Failure to file the LS-202 within 10 days to Department of Labor will result in a 10% penalty based on the 1st payment of lost time benefits. Failure or refusal to file the LS-202 may result in a fine of \$10,000 levied by Department of Labor.
8. When the employee returns to work, complete Form LS-210 if the LS-202 did not show a return to work date. This form (LS-210) must be completed each pay period the employee continues to be disabled from duty. If employee has had loss time, he/she must complete w/c claim benefit options form. This is necessary to insure that the employee does not receive both w/c benefits and sick leave.
9. Copies of ALL doctors' notes, sick leave slips, etc. must be sent to NAF-CPO to be forwarded to RSKCo, our claims service contractor.

FORM LS-1

INSTRUCTIONS

REQUEST FOR EXAMINATION AND/OR TREATMENT

FORM LS-1 IS USED WHEN AN EMPLOYEE CHOOSES THEIR OWN DOCTOR OR IS SEEN BY A MEDICAL FACILITY OFF FORT MONMOUTH.

IF AN INJURED EMPLOYEE ELECTS OR IS DIRECTED TO AN OFF-POST EMERGENCY ROOM, YOU SHOULD SUPPLY THEM WITH AN LS-1, IF POSSIBLE. ONCE THE EMERGENCY ROOM VISIT IS COMPLETED, IF YOUR EMPLOYEE DESIRES TO VISIT THEIR OWN PRIVATE PHYSICIAN, YOU SHOULD SUPPLY THEM WITH **ONLY ONE** ADDITIONAL LS-1, COMPLETING PART A. **ENTER THE PHYSICIAN'S NAME AND ADDRESS** AND GIVE IT TO YOUR EMPLOYEE. INSTRUCT YOUR EMPLOYEE THAT UPON COMPLETION OF THE LS-1 BY THEIR PHYSICIAN THEY SHOULD RETURN THE LS-1 TO YOU, WHO WILL FORWARD TO NAF-CPO. NO ADDITIONAL LS-1's MAY BE PROVIDED TO YOUR EMPLOYEE. ANY OTHER APPROVALS TO ANY OTHER DOCTORS OR SPECIALISTS, OR ANY TESTS MUST BE APPROVED BY RSKCO (FORMERLY ALEXSIS).

(IMPORTANT) FORM LS-1 PART-A (AUTHORIZATION) SUPERVISOR/FACILITY TECHNICIAN MUST ENTER DOCTORS NAME & ADDRESS BEFORE GIVING TO THE EMPLOYEE.

THIS FORM IS NOT GIVEN IF EMPLOYEE GOES TO PATTERSON HEALTH CLINIC.

1. Check "Box C" ONLY.
2. Physician name and address **(IMPORTANT)** needs to be filled out before giving to the employee.
3. Employee's name.
4. Date of injury.
5. Occupation.
6. EMPLOYEE STATES has to always start with the beginning of the sentence when describing accident.
7. Check one (self explanatory).
8. Signature and title of supervisor.
9. Activity and address.
10. Telephone number at activity.
11. Date authorized.

AFTER COMPLETING PART-A (AUTHORIZATION):

THE EMPLOYEE BRINGS THIS FORM LS-1 TO THE PHYSICIAN TO BE COMPLETED. THE PHYSICIAN COMPLETES PART-B (ATTENDING PHYSICIAN'S REPORT OF INJURY AND TREATMENT). AFTER THE PHYSICIAN COMPLETES THIS FORM, THE EMPLOYEE NEEDS TO RETURN IT TO THEIR SUPERVISOR/TEAM LEADER, WHO WILL FORWARD TO NAF-CPO.

IF YOU HAVE ANY QUESTIONS COMPLETING THIS FORM LS-1, PLEASE CALL NAF-CPO AT 532-5452, NAF-CPO.

SAMPLE FORM ATTACHED

TIME CARD REPORTING

Responsibility of Employee

1. Regular full-time/part-time employees may request temporary use of sick leave pending receipt of Workers' Compensation Benefits, but you must agree to pay back the temporary use of sick leave (See Workers' Compensation Claim Benefit Options Form). The temporary use of sick leave is only to be used to prevent a financial hardship to the employee when there may be a delay in receiving Workers' Compensation Benefits. Normally an employee will receive his/her first benefit check within 14 days of the 1st day of disability. You also have the choice of being put on leave without pay (LWOP) awaiting approval of Workers' Compensation Benefits. If you choose LWOP, you will receive no pay from the fund, but you may keep the check you receive from Workers' Compensation. You must advise your supervisor/facility technician of your choice and sign the necessary form (Workers' Compensation Claim Benefit Options Form).

Responsibility of Supervisor/Facility Technician

1. Regular full-time/part-time employees will be carried on the time card as sick leave for the first three days of absence, after the day of the accident. There is a three day waiting period commencing on the first day following the day of the injury. The employee signs the Workers' Compensation Claim Benefit Options Form agreeing to reimburse the fund if they receive Workers' Compensation Benefits.

2. If your employee desires to be carried as LWOP with no use of sick leave, the entire period of absence will be shown as absent without pay (AWOP) (Code 4).

3. Any loss time, over two hours, that is taken due to the injury, must be reported by completing LS-210 Form for each pay period.

4. Regular full-time/part-time employees **WILL NOT** be charged sick leave or LWOP on the day of the injury, even if they are sent home by the physician. If lost time occurs beyond the day of the accident, the employee is charged with the use of sick leave or LWOP, as requested.

5. Flexible employees **WILL NOT** be charged LWOP on the day of the injury, even if they are sent home by the physician. If lost time occurs beyond the day of the accident, the employee is charged with LWOP.



Welcome to Your World of Benefits

Open Season Army NAF Employee Enrollment Guide for Benefits



Last modified 2/26/2001

DEAR ARMY NONAPPROPRIATED FUND EMPLOYEE:

OPEN SEASON OPTIONS

During **limited Open Season**, employees will be able to make certain benefit program elections and make changes to programs in which they currently participate. The following benefit options are available:

Employees who are currently participating in a health insurance plan may change plans.

Employees may join the Life Insurance and Accidental Death & Dismemberment Plan.

Employees who have elected Basic Life Insurance, may purchase additional dependent life insurance coverage for their spouse and children.

Employees will have the option of declining the new feature of our health insurance plan that allows them to pay the employee share of the premium with pre-tax dollars.

During a **full Open Season** employees will be able to make the following changes to their benefit programs:

Elect or change your medical and/or dental plan coverage*

Elect or change basic and/or optional life insurance coverage.*

Elect or change 401 (k) contributions.**

Elect or participate in your Retirement Plan (if not already participating)**

Elect long term care insurance coverage.**

NOTE: *Applies to active employees only. Retirees are not eligible for Open Season elections.

*****These elections are not limited to the Open Season period***

Army NAF Employee Benefits web-site at:

www.NAFbenefits.com

Benefit Contents

- **Who Is Eligible**
- **When You Are Eligible To Enroll**
- **How To Enroll or Make Changes**
- **Your Medical Plan Options**
- **Point of Service**
- **Health Maintenance Organizations**
- **About Managed Care**
- **Plan-to-Plan Comparisons**
- **Summary of POS Medical Benefits for Employees**
- **Managed Referral Program**
- **Retiree Medical Coverage**
- **Your Life Insurance Options**
- **Your Long-Term Care Insurance Option**
- **Benefits Available When Medical Coverage Ends**

Eligibility

You are in an Eligible Class if you are:

- A Regular Full-Time (RFT) or Regular Part-Time (RPT) civilian employee scheduled to work at least 20 hours per week, who is paid on the U.S. dollar payroll, and who is a U.S. citizen or resident alien living in the United States, the District of Columbia, Puerto Rico or Guam, or
- A Retiree who is eligible to continue participation in the Department of Defense Nonappropriated Fund Health Benefits Program, and you live in a designated Managed Choice Service Area. Your Eligibility Date, if you are then in an Eligible Class, is the Effective Date of this Plan. Otherwise, it is the date you become part of an Eligible Class.

The following groups are not in an Eligible Class: Flexible employees.

Effective Date of Coverage

Your coverage will take effect on the later to occur of:

- Your Eligibility Date; or
- The date you return your signed group coverage enrollment form to your Human Resource Manager.

If you do not sign and return your form within 31 days of your Eligibility Date, you will not be able to elect coverage until the next open enrollment period established by your Employer.

Dependents

- Coverage for your dependents will take effect on the date yours takes effect if, by then, you have enrolled for dependent coverage. You should report any new dependents. This may affect your contributions. If you do not do so within 31 days of any dependent's Eligibility Date, you will not be able to elect coverage for such dependent until the next open enrollment period established by your Employer.

Special Enrollment

- If you have EMPLOYEE COVERAGE ONLY and you request DEPENDENT coverage for a *newly eligible* dependent **within 31 days** of their Eligibility Date, the effective date of DEPENDENT coverage is the date that the dependent first became eligible for coverage under the Plan.
- If you have EMPLOYEE COVERAGE and want to change to DEPENDENT coverage but did not request such coverage **within 31 days** of this Eligibility Date, you will not be able to elect coverage for such dependent until the next open enrollment period established by your Employer.

As a regular Army NAF employee, you may choose one of two medical plan options for you and your family:

- ☞ POS (point of service)
- ☞ HMO (health maintenance organization) (available to you at Fort Monmouth)

Point of Service (POS)

In most areas, your employer has established or contracted with networks of physicians and hospitals. Under the **point of service (POS)** most charges are covered at 100% with a small copay and no deductible when you use a network provider. Also, you do not have to file a claim form when you obtain care from a network provider. Physician office visits are covered in full after a \$15 copay per visit; with no additional charges related to the office visit — such as laboratory, x-rays, and injections — will be covered at 100% with no deductible. Hospital admissions are covered in full after a \$100 copay per admission.

With a POS, you also have the choice to obtain medical care from a non-network provider. However, you will have to pay a deductible and a larger share of the cost of the services. For your protection, the POS includes an annual out-of-pocket maximum.

Important POS Terms to Know

- **Approved care and treatment.** Services which have been performed by or approved by the network primary care physician (PCP).
 - **Area.** The geographic location designated by the Plan Administrator where medical services may be provided by network providers.
 - **Copay.** This is the amount you must pay for a covered service. In most cases the copay is all you have to pay.
 - **Emergency treatment.** Care provided in a hospital for an injury or a condition that requires immediate care or treatment, within 48 hours after the injury is sustained or that condition first becomes manifest. “Condition that requires immediate care or treatment” means only a permanent health threatening or disabling condition. “Emergency treatment” includes ambulance service to the hospital where treatment is received. The emergency treatment copay is waived if you are admitted to the hospital.
 - **Network Providers.** Preferred providers who furnish approved care and treatment for covered services and other providers who furnish covered services on the recommendation of a network primary care physician (PCP).
 - **Non-network Providers.** Providers who do not belong to the network. Coverage for non-network services is based on reasonable and customary charges for covered services and may be subject to deductibles and coinsurance.
 - **Out-of-Area Coverage.** Coverage available to you and your covered family members under the POS option if you live overseas or in an area where there is no POS.
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- **Out-of-pocket limits.** Maximum amount you will be required to pay out of pocket for non-network and out-of-area services.

- **Pre-admission review.** This review is required before all hospital admissions. Failure to comply will result in a reduction of normally covered charges. The amount of the reduction is the patient's responsibility. It does not count toward the deductible or out-of-pocket limit.
- **Primary care physician (PCP).** The doctor you select from the list of preferred providers to be your primary physician. PCPs can be family practitioners, general practitioners, pediatricians and internists. If you are pregnant, your PCP can be an OB/GYN specialist.

Health Maintenance Organizations

A health maintenance organizations (HMO) is available to you and your family at Fort Monmouth, New Jersey. HMOs are independent health care organizations that your employer offers to you and your family as a medical plan choice. Benefits vary among HMOs, but with our HMO, you receive most services for a small copay, with no deductible and no claim forms to file, if the provider is in network.

You and each of your covered family members select a PCP from among those participating in the HMO. That physician then supervises and coordinates all of your medical care, including referrals to specialists and decisions regarding hospitalization. If hospitalization is required, your PCP makes the arrangements through one of the plan-affiliated hospitals.

With most HMO's when you join, you agree to use only their physicians and contracted facilities. If you choose to obtain services from a provider outside of the HMO, the care you receive will be covered by the plan, but at a lower return, generally 70%, (except in the case of a medical emergency, as defined by each HMO). It is important to take this into consideration as you think about your medical plan options. You and your family have deductibles to meet and you must complete claim forms.

Network Provider Directory

Since you live in an area where there is a POS & HMO, please contact your Civilian Personnel Office for a directory of network providers.

About Managed Care

Both of your 2000 medical plan options —POS's and HMO's—include some form of managed care. To use your health plan of choice properly, it helps to know a few things about managed care. Here is a brief description of the kinds of managed care features you will find in your medical plan options:

Utilization Management

To prevent excessive, inappropriate or experimental medical procedures, all of the plans include utilization management. This process—also known as pre-certification—uses medical professionals to review proposed hospital admissions, surgery and other procedures to determine if the care is medically necessary and if the setting and treatment are medically appropriate.

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POS: When you visit network providers, utilization management is started by the provider. If you receive care from a non-network provider (either in or out of area) you are responsible for starting the utilization management process.

HMO: Utilization management is automatic and is done by the physician.

Case Management

Case management is designed to manage very serious medical, disability, mental health and substance abuse conditions that need a lot of treatment (for example, multiple sclerosis or Alzheimer's disease). In such cases, the medical plan has a case manager work with you and your doctor during treatment. The case manager can suggest and coordinate alternative treatment courses that improve the quality of care while controlling overall medical expenses.

In both POS and HMO, case management is begun as needed during the utilization management process.

About AETNA

AETNA is our program's utilization management company. AETNA performs the utilization review and case management for members of the POS & HMO.

Networks

Networks are groups of doctors and other health care providers that treat health plan members at reduced rates in exchange for a higher volume of patients. All providers in a network agree to meet the standards for quality established by the network. Employees covered under a network plan usually receive the plan's highest level of benefits when they see a network provider for care.

POS: Each POS includes a network of providers in the local area. Members must select a PCP from the POS and visit that PCP for all of their care and for referrals to specialists. Although members may visit any non-network provider, benefits are higher when care is received from a network provider and a deductible must be met.

HMO: Each HMO includes a network of providers in the local area. Members must select a PCP from the HMO and visit that PCP for all of their care and for referrals to specialists. Although members may visit any non network provider, benefits are higher when care is received from a network provider and a deductible must be met.


PLAN TO PLAN COMPARISONS

Three (3) Things to Consider in Choosing a Medical Plan

Provider choice, cost and plan rules are three major things to consider when you choose your medical plan. Take a few minutes to review the information here. Consult the sources listed for more information about each plan.

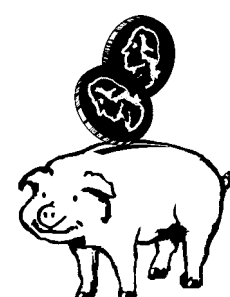
1) Provider Choice

Restrictions on the choice of physicians, hospitals and pharmacies are some of the key differences between medical plan options. If you already have certain doctors and hospitals you are comfortable with, check to see if they belong to the plan you are considering. Of course, the POS allows you to choose any qualified provider, but your benefits are lower if you use providers not in the network.

	POS:	HMO:
Provider Choice Summary: 	You must use your PCP for higher benefit levels. You can still obtain benefits at a lower level when non-network providers are used.	You must use your PCP for higher benefit levels. You can still obtain benefits at a lower level when non-network providers are used
For More Information:	POS provider directories are available in each Civilian Personnel Office.	HMOs provider directories are available in each Civilian Personnel Office.

1) Costs

When comparing your out-of-pocket costs for each medical plan option, be sure to consider your contribution amount, deductibles, coinsurance and copays.

	POS:	HMO:
Cost Summary: 	Network Providers: No deductible. \$15 copay for physician office visits; \$100 copay for each hospital admission. Non-network providers: Deductible of \$400 per individual or \$1200 per family. 70% coinsurance for most services. Out of Pocket Max: \$3600 per individual or \$9000 per family. Contributions:* You pay 35% of the cost; your employer pays 65%.	HMO Providers: No deductible. \$5 copay for physician office visits and other services. Non-HMO providers: Deductible of \$200 per individual or \$600 per family. 80% coinsurance for most services. Out-of-Pocket Max: \$1200 individual or \$3600 per family. Contributions:* You pay 50% of the cost; your employer pays 50%.

Rules and Procedures

Every medical plan has certain rules and procedures that must be followed to obtain maximum benefits. Some of these procedures are matters of convenience: Can you see providers outside the network and be eligible for benefits? Do you need a referral from your PCP to see a specialist? You should consider the restrictions and procedures that are most important to you and your family.

	POS:	HMO:
Rules and Procedures Summary:	PCP: No claim forms. You receive the maximum level of benefits when your PCP refers you to specialists. Your doctor must obtain authorization from AETNA for hospital admissions. You must be referred by your PCP to see a specialists to receive a higher level of benefits. Non-network: Claim forms required. Deductibles must be met. Lower level of benefits are received when you choose not to go through your PCP. When you are not referred through your PCP, you must obtain authorization from AETNA for hospital admissions.	PCP: No claim forms. You receive the maximum level of benefits when your PCP refers you to specialists. Your doctor must obtain authorization from AETNA for hospital admissions. You must be referred by your PCP to see a specialists to receive a higher level of benefits. Non-network: Claim forms required. Deductibles must be met. Lower level of benefits are received when you choose not to go through your PCP. When you are not referred through your PCP, you must obtain authorization from AETNA for hospital admissions.
For More Information:	Contact your Civilian Personnel Office for additional information or visit Aetna's web site: www.aetnaushc.com	Contact your Civilian Personnel Office for additional information or visit Aetna's web site: www.aetnaushc.com

AETNA INSURANCE COMPARISON CHART FOR 2001

HMO

POS

	<u>(IN NETWORK)</u>	<u>(OUT OF NETWORK)</u>	<u>(IN NETWORK)</u>	<u>(OUT OF NETWORK)</u>
SINGLE NO DENTAL	\$ 67.27 Bi-Weekly	\$ 67.27 Bi-Weekly	\$32.19 Bi-Weekly	\$32.19 Bi Weekly
SINGLE WITH DENTAL	\$ 69.72 Bi-Weekly	\$ 69.72 Bi-Weekly	\$34.64 Bi-Weekly	\$34.64 Bi-Weekly
FAMILY NO DENTAL	\$171.32 Bi-Weekly	\$171.32 Bi-Weekly	\$74.90 Bi-Weekly	\$74.90 Bi-Weekly
FAMILY WITH DENTAL	\$177.11 Bi-Weekly	\$177.11 Bi-Weekly	\$80.69 Bi-Weekly	\$80.69 Bi-Weekly
DEDUCTIBLE	NONE	\$200.Person-\$600.Family	NONE	\$400.Individual/\$1,200. Family
OUT OF POCKET MAX.	NONE	\$1,200- Individual	\$2,000. Individual	\$3,600 Individual
CLAIM FORMS	NONE	\$3,600-Family	\$6,000. Family	\$9,000. Per Family
HOSPITAL ROOM & BOARD AND ANCILLARY SERVICES	NO	YES	NO	YES
SURGICAL/SURGERY	PAID IN FULL	80% after deductible	100% after \$200.00 Copay	70% after \$400. Copay
PRIMARY CARE	100% after \$5.00 Copay	80% after deductible	Per Confinement fee	Per Confinement Fee
OFFICE VISIT	100% after \$5.00 Copay	80% after deductible	100% NO COPAY	70% after deductible
SPECIALIST OFFICE VISIT	100% after \$5.00 Copay	80% after deductible	100% after \$15.00 Copay	70% after deductible
*WELLNESS BENEFITS	\$10-15 Copay	\$150.00 for routine physicals \$150.00 for routine GYN	100% NO COPAY	(NOT COVERED)
Well childcare & immunizations			Physical exam & immunizations (1x per year)	
Routine gynecological exam			Birth to 7 yrs old	
Mammography			1x per yr. (no PCP referral required)	
Prostate Screening			1x per yr. for women 35+	
EYE EXAM Routine	\$15.00 Copay	NOT COVERED	1x per yr. for men 40+	
Lenses, frames & contacts (In addition to Vision One)			100% after \$15.00 Copay	NOT COVERED
PRESCRIPTIONS	\$10.00 Copay up to a 34 day supply certain drugs - 90 day supply	80% after deductible	100% up to \$75.00 max. (per year/person)	
DENTAL CARE ***			\$15.00 Brand, \$5.00 Generic By mail-90 day Generic if available Network pharmacy -30 day supply	NOT COVERED
Deductible	\$100. Individual/\$300. Family	\$100. Individual/\$300. Family		
Preventive care	Pays 100%	Pays 100%	\$100. Individual/\$300. Family	\$100. Individual/\$300. Family
Other care	50-80% after deductible	50-80% after deductible	Pays 100%	Pays 100%
TEMPORARY CONTINUED COVERAGE (TCC)	Single \$258.48 monthly (Indefinite)		50-80% after deductible	50-80% after deductible
EXTENSION (COBRA)**	Family \$657.02 monthly (Indefinite) (No dental is provided)		Single \$237.15 monthly (for 18 months)	
RETIREE MEDICAL	Single with dental \$100.07 monthly Family with dental \$233.12 monthly Retiree Medical for Single and Family must include dental		Family \$551.79 monthly (for 18 months)	
			No dental is provided	
			Single with dental \$100.07 monthly	
			Family with dental \$233.12 monthly	
			Retiree Medical for Single and Family must include dental	

ANY ACTIVE EMPLOYEE WHO IS PARTICIPATING IN THE ARMY NAF MEDICAL PROGRAM ON 1 JAN 98, WHO SUBSEQUENTLY RETIRES BETWEEN THE AGES 62-65, ON AN IMMEDIATE ANNUITY AND HAS 15 YEARS PARTICIPATION IN THE ARMY NAF MEDICAL PROGRAM, OF WHICH 5 CONSECUTIVE YEARS OF PARTICIPATION MUST IMMEDIATELY PRECEDE RETIREMENT, WILL RECEIVE FREE RETIREE MEDICAL INSURANCE UNTIL AGE 65.

THE ABOVE PROVIDES ABBREVIATED INFORMATION ONLY. DETAILED INFORMATION MUST BE OBTAINED FROM RESPECTIVE PLAN BROCHURES. THIS INFORMATION SHEET DOES NOT CONSTITUTE ENDORSEMENT OF ANY PLAN.

*WELLNESS BENEFIT - APPLIES ONLY TO CERTAIN PROCEDURES, SEE OPEN SEASON PACKET FOR DETAILS.

**DENTAL CARE IS PROVIDED BY AETNA FOR BOTH HMO AND POS PLANS

rev. 10/16/00

COMPARISON AETNA/ US HEALTHCARE HMO VS. POS (FAMILY PLAN WITH DENTAL)

Example #1:

# OF VISITS	TYPE OF VISIT	HMO COST	POS COST
1	HOSPITAL \$5,000.	\$0	\$700. (90% AFTER \$200 FEE)
3	DOCTOR (PCP)	\$15 (\$5)	\$45 (\$15)
2	SPECIALIST VISIT	\$10 (\$5)	\$50 (\$25)
3	PRESCRIPTIONS (BRAND)	\$30 (\$10)	\$60 (\$20)

HMO COSTS

\$55.00
\$5805.28
\$5860.28

(OUT OF POCKET EXPENSES)
(YEARLY EMPLOYEE SHARE OF PREMIUMS)
(TOTAL MEDICAL COSTS)

POS COSTS

\$855.00
\$2465.06
\$3320.06

\$5860.28
-\$3320.06
\$2540.22 ANNUAL SAVINGS (POS)

RECOMMENDATION: POS

COMPARISON AETNA/ US HEALTHCARE HMO VS. POS (FAMILY PLAN WITH DENTAL)

Example #2:

# OF VISITS	TYPE OF VISIT	HMO COST	POS COST
2	HOSPITAL \$5,000.	\$0	\$1400 (90% AFTER \$200 FEE)
6	DOCTOR (PCP)	\$30 (\$5)	\$75 (\$15)
3	SPECIALIST VISIT	\$15 (\$5)	\$75 (\$25)
5	PRESCRIPTIONS (BRAND)	\$50 (\$10)	\$100 (\$20)

HMO COSTS

\$95.00
\$5805.28
\$5900.28

(OUT OF POCKET EXPENSES)
(YEARLY EMPLOYEE SHARE OF PREMIUMS)
(TOTAL MEDICAL COSTS)

POS COSTS

\$1650.00
\$2465.06
\$4115.06

\$5900.28
-\$4115.06
\$1785.22 ANNUAL SAVINGS (POS)

RECOMMENDATION: POS

COMPARISON AETNA/ US HEALTHCARE

HMO VS. POS

(FAMILY PLAN WITH DENTAL)

Example #3:

# OF VISITS	TYPE OF VISIT	HMO COST	POS COST
3	HOSPITAL \$5,000	\$0	\$2100 (90% AFTER \$200 FEE)
6	DOCTOR (PCP)	\$30 (\$5)	\$90 (\$15)
3	SPECIALIST VISIT	\$15 (\$5)	\$75 (\$25)
5	PRESCRIPTIONS (BRAND)	\$50 (\$10)	\$100 (\$20)

HMO COSTS

\$95.00 (OUT OF POCKET EXPENSES)
\$5805.28 (YEARLY EMPLOYEE SHARE OF PREMIUMS)
\$5900.28 (TOTAL MEDICAL COSTS)

POS COSTS

\$2365.00
\$2465.06
\$4830.06

\$5900.28
-\$4830.06
\$1070.22 ANNUAL SAVINGS (POS)

RECOMMENDATION: POS

HMO VS. POS (FAMILY PLAN WITH DENTAL)

Example #4:

# OF VISITS	TYPE OF VISIT	HMO COST	POS COST
3	HOSPITAL \$5,000	\$0	\$2100 (90% AFTER \$200 FEE)
10	DOCTOR (PCP)	\$50 (\$5)	\$150 (\$15)
6	SPECIALIST VISIT	\$30 (\$5)	\$150 (\$25)
10	PRESCRIPTIONS (BRAND)	\$100 (\$10)	\$200 (\$20)

HMO COSTS

\$180.00
\$5805.28
\$5985.28

(OUT OF POCKET EXPENSES)
(YEARLY EMPLOYEE SHARE OF PREMIUMS)
(TOTAL MEDICAL COSTS)

POS COSTS

\$2600.00
\$2465.06
\$5065.06

\$5985.28
-\$5065.06
\$920.22 ANNUAL SAVINGS (POS)

RECOMMENDATION: POS

HMO VS. POS (FAMILY PLAN WITH DENTAL)

Example #5:

# OF VISITS	TYPE OF VISIT	HMO COST	POS COST
8	HOSPITAL \$5,000	\$0	\$5600 (90% AFTER \$200 FEE)
15	DOCTOR (PCP)	\$75 (\$5)	\$225 (\$15)
10	SPECIALIST VISIT	\$50 (\$5)	\$250 (\$25)
20	PRESCRIPTIONS (BRAND)	\$200 (\$10)	\$400 (\$20)

HMO COSTS

\$325.00 (OUT OF POCKET EXPENSES)
\$5805.28 (YEARLY EMPLOYEE SHARE OF PREMIUMS)
\$6130.28 (TOTAL MEDICAL COSTS)

POS COSTS

\$6475.00
\$2465.06
\$8940.06

\$8940.06
-\$6130.28
\$2809.78 ANNUAL SAVINGS (HMO)

RECOMMENDATION: HMO

HMO VS. POS (FAMILY PLAN WITH DENTAL)

Example #6:

# OF VISITS	TYPE OF VISIT	HMO COST	POS COST
10	HOSPITAL *\$5,000. PER	\$0	\$7000 (90% AFTER \$200 FEE)
15	DOCTOR (PCP)	\$75 (\$5)	\$225 (\$15)
10	SPECIALIST VISIT	\$50 (\$5)	\$250 (\$25)
20	PRESCRIPTIONS (BRAND)	\$200 (\$10)	\$400 (\$20)

HMO COSTS

\$325.00 (OUT OF POCKET EXPENSES)
\$5805.28 (YEARLY EMPLOYEE SHARE OF PREMIUMS)
\$6130.28 (TOTAL MEDICAL COSTS)

POS COSTS

\$7875.00
\$2465.06
\$10,340.06

\$10,340.06
-\$6,130.28
\$4209.78 ANNUAL SAVINGS (HMO)

RECOMMENDATION: HMO

Your Life Insurance Options

BASIC LIFE INSURANCE PLAN

The basic life insurance plan will pay the amount of your coverage (your life insurance benefit) to your beneficiary in the event of your death. Your beneficiary is the person or persons you name to receive your life insurance benefits if you die. You have a choice between these benefit amounts: An amount equal to your basic annual pay (minimum coverage \$6,000, maximum coverage \$250,000). This is referred to as 1 x basic annual pay in this booklet. An amount equal to 2 times your basic annual pay (minimum coverage \$10,000, maximum coverage \$250,000). This is referred to as 2 x basic annual pay in this booklet. If the amount of your salary is not an even multiple of \$1,000, the amount of your benefit will be rounded up to the next even \$1,000 level. For example, if your basic annual pay is \$14,200 and you choose a benefit of 1 x your basic annual pay, your benefit under the plan would be \$15,000. This plan costs 14 cents for each \$1,000 of coverage each pay period. For example, if your salary is \$14,200 and you choose basic life insurance of: 1 x your basic annual pay, your coverage would be rounded up to the next even thousand or \$15,000. Your cost for this \$15,000 of coverage would be \$.14 x 15 or \$2.10 each bi-weekly pay period. 2 x your basic annual pay, you would multiply \$14,200 x 2 = \$28,400, and round it to \$29,000 of coverage. Multiply \$.14 x 29 and the cost would be \$4.06 each bi-weekly pay period.

OPTIONAL LIFE INSURANCE PLAN

If the employee has elected Basic Life Insurance, they may also purchase Optional Life Insurance in increments of \$10,000. They may choose an Optional Life Insurance amount up to two times the amount of their Basic Life Insurance coverage, not to exceed \$500,000. (*Evidence of insurability is required if the employee chooses to purchase more than \$250,000 of Optional Life Insurance coverage*). The bi-weekly cost of Optional Life Insurance is based on the employee's age and the amount of coverage selected. Below are the new rates per \$10,000 of coverage for 2002.

Under 35	\$.70	55 to 59	\$ 5.40
35 to 39	\$.80	60 to 64	\$ 8.90
40 to 44	\$ 1.40	65 to 69	\$ 12.50
45 to 49	\$ 2.10	70 and older	\$ 20.50
50 to 54	\$ 3.50		

OPTIONAL DEPENDENT LIFE

Incement	Spouse Coverage	Dependent Child Coverage	Per \$10K
1	\$5,000	\$2,500	No Cost
2	\$10,000	\$5,000	\$1.25
3	\$15,000	\$7,500	\$2.50
4	\$20,000	\$10,000	\$3.75
5	\$25,000	\$12,500	\$5.00

LIVING BENEFITS

The living benefit allows you to receive a portion of your life insurance benefits if you become terminally ill. The accessibility of a portion of your life insurance benefits while you are still living can help you meet financial obligations while you are terminally ill. In order to be eligible for living benefits, you must have participated in the basic life insurance plan for the 5 year period immediately preceding your diagnosis of terminal illness and your doctor must diagnose you to have less than one year to live. If you are age 62 or older and retire, you must meet the aforementioned participation rules and draw an immediate or disability annuity. Have your CPO contact the Employee Benefits Office if you think you may be eligible for this benefit.

CONTROL PLUS ACCOUNT

The guaranteed access account program is a payment method that allows your beneficiaries to take the time necessary to make important financial planning decisions without worrying about the safety of the life insurance proceeds, lost interest earnings or deadlines. Under this program, upon your death, John Hancock automatically establishes an account for each of your beneficiaries whose proceeds are more than \$10,000. (If the proceeds are less than \$10,000 then payment is made in a single check.) The beneficiary receives a checkbook which he or she can use to draw upon the account, the money in the account earns a competitive rate of interest.

		LIFE INSURANCE INFO SHEET					
<u>BASIC LIFE INSURANCE</u>		SALARY	1X BASIC ANNUAL SALARY ROUNDED UP	MULTIPLY BY \$.14	COST P/P/P	COST P/YEAR	
EXAMPLE OF FULL-TIME	7.96 P/H x 40 x 52 =	\$ 16,556.80 P/A	\$ 17,000.00	17 X .14	\$ 2.38	\$ 61.88	
EXAMPLE OF PART-TIME	7.96 P/H x 20 x 52 =	\$ 8278.40 P/A	\$ 9,000.00	9 X .14	\$ 1.26	\$ 32.76	
EXAMPLE OF FULL-TIME	8.02 P/H x 40 x 52 =	\$ 16,681.60 P/A	\$ 17,000.00	15 X .14	\$ 2.38	\$ 61.88	
EXAMPLE OF PART-TIME	8.02 P/H x 20 x 52 =	\$ 8,340.80 P/A	\$ 9,000.00	9 X .14	\$ 1.26	\$ 32.76	
EXAMPLE OF FULL-TIME	26.68 P/H x 40 x 52 =	\$ 55,494.40 P/A	\$ 56,000.00	56 X .14	\$ 7.84	\$ 203.84	
<u>2x BASIC LIFE INS.</u>		SALARY	2X BASIC ANNUAL SALARY ROUNDED UP	MULTIPLY BY \$.14	COST P/P/P	COST P/YEAR	
EXAMPLE OF FULL-TIME	7.96 P/H x 40 x 52 =	\$ 16,556.80 P/A	\$ 34,000.00	34 X .14	\$ 4.76	\$ 123.76	
EXAMPLE OF PART-TIME	7.96 P/H x 20 x 52 =	\$ 8,278.40 P/A	\$ 17,000.00	17 X .14	\$ 2.38	\$ 61.88	
EXAMPLE OF FULL-TIME	8.02 P/H x 40 x 52 =	\$ 16,681.60 P/A	\$ 34,000.00	34 X .14	\$ 4.76	\$ 123.76	
EXAMPLE OF PART-TIME	8.02 P/H x 20 x 52 =	\$ 8,340.80 P/A	\$ 17,000.00	17 X .14	\$ 2.38	\$ 61.88	
EXAMPLE OF FULL-TIME	26.68 P/H x 40 x 52 =	\$ 55,494.40 P/A	\$ 111,000.00	111 X .14	\$ 15.54	\$ 404.04	
<u>OPTIONAL INSURANCE</u>			2X BASIC BASIC ROUNDED DOWN	COST IS BY AGE SEE CHART			
EXAMPLE OF FULL-TIME	7.96 P/H x 40 x 52 =	\$ 16,556.80 P/A	\$ 30,000.00	3 X see age chart below			
EXAMPLE OF PART-TIME	7.96 P/H x 20 x 52 =	\$ 8,278.40 P/A	\$ 10,000.00	1 X see age chart below			
EXAMPLE OF FULL-TIME	8.02 P/H x 40 x 52 =	\$ 16,681.60 P/A	\$ 30,000.00	3 X see age chart below			
EXAMPLE OF PART-TIME	8.02 P/H x 20 x 52 =	\$ 8,340.80 P/A	\$ 10,000.00	1 X see age chart below			
EXAMPLE OF FULL-TIME	26.68 P/H x 40 x 52 =	\$ 55,494.40 P/A	\$ 220,000.00	22 X see age chart below			
	Employee's Age	Bi-weekly Cost	Employee's Age	Bi-weekly Cos	Ex: \$50,000 of optional life ins./age 46		
	Under 35	\$0.70	50 to 54	\$3.50	Bi weekly cost will be 5 x 2.10 = 10.50 p/p/p		
	35 to 39	\$0.70	55 to 59	\$5.40			
	40 to 44	\$1.40	60 to 64	\$8.90			
	45 to 49	\$2.10	65 to 69	\$12.50			
			70 and older	\$20.50			



THE 401(k) SAVINGS PLAN



When You Join the Savings Plan

WHO MAY PARTICIPATE

You may elect to participate in the savings plan if you are in an “eligible class.” You are eligible if you are: a regular full time or regular part time NAF employee working at least 20 hours a week

AND

working in one of the 50 United States, the District of Columbia, or Puerto Rico.

HOWEVER:

if you are working overseas, you must be a U.S. citizen or the spouse or child of a U.S. citizen. (Employees of the Army-Air Force Exchange Service, “leased employees,” and military personnel may not participate in the savings plan.)

WHEN TO JOIN

Anyone in an eligible class could join effective 1 January 1992. All regular employees are permitted to enroll at anytime. There is no waiting period. Deductions will begin at the beginning of a pay period.

HOW TO JOIN

You must fill out and sign EBB 401(K) Enrollment Form to join the savings plan. This form is available from your CPO.

What does the Savings Plan Cost?



Your contributions to the savings plan are tax deferred. This means you do not currently pay Federal income tax or state income tax (subject to the laws of the state where you reside) on your contributions. You do pay Social Security, however, on your contributions. You may contribute as little as 1% of your salary and as much as 22%. Special limits apply to highly compensated employees. (See the section entitled *Highly Compensated Employees*.) Your contributions are withheld from your salary by payroll deduction. You determine how much you wish to contribute to the savings plan and you may change your contributions as often as every bi-weekly pay period, if you wish.

If You Contribute	Your Employer <u>Contributes</u>
1%	1%
2%	2%
3%	2 1/2%
4%-up to \$11K	3%

Investment Options Available

You decide how to invest your savings plan account from the 7 investment options available:

RETIREMENT MONEY MARKET PORTFOLIO

Offers an opportunity for preservation of capital and low risk with a nominal return.

Fidelity Retirement Money Market Portfolio is a money market fund, which seeks as high a level of current income as is consistent with the preservation of capital and liquidity. It invests in high quality, short-term money market securities of U.S. and foreign issuers. While the portfolio seeks to maintain a \$1.00 share price, there is no assurance that it will be able to do so. An investment in the portfolio is not insured or guaranteed by the U.S. government. The portfolio's yield will fluctuate. Retirement Money Market Portfolio is a relatively conservative, low-risk investment.

U.S. BOND INDEX FUND

Offers an opportunity to assume greater risk (and potential reward) by way of a managed portfolio of bonds and/or other debt securities.

Fidelity U.S. Bond Index Portfolio is an income fund. It seeks investment results that correspond to the aggregate price and interest performance of the debt securities in the Lehman Brothers Aggregate Bond Index. The fund invests in investment grade (medium to high quality) or similar quality securities, including U.S. Treasury or government securities and corporate bonds. The Aggregate Bond Index is comprised of the Lehman Brothers Government Bond Index, Corporate Bond Index, and Mortgage-Backed Securities Index. Dividend amounts will vary. The Portfolio's share price, yield and return will fluctuate.

ASSET MANAGER INDEX FUND

Offers an opportunity to obtain higher total return with greater risk by allocating its assets among domestic and foreign equities, bonds and short-term instruments.

Asset Manager is an asset allocation fund. It seeks high total return with reduced risk over the long term by allocating its assets among domestic and foreign (including emerging markets which involve greater risks) equities, bonds and short-term instruments. The fund may gradually shift its assets among and across these groups, within the following investment parameters; 10-60% in stocks; 20- 60% in bonds; and 0-70% in short-term instruments. Over the long term, the Fund's allocation will generally fluctuate around a neutral mix of 40% stocks, 40% bonds, and 20% short-term instruments. Dividend amounts will vary. Share price, yield and return will fluctuate.

U.S. EQUITY INDEX PORTFOLIO

It seeks investment results that correspond to the total return performance of United States' publicly traded common stocks.

The Fidelity U.S. Equity Index Portfolio is a growth and income fund. Total return performance is the combination of capital changes and income. The Portfolio aims to keep transaction costs and other expenses low. It attempts to duplicate the composition and total return of the Standard & Poor's Composite Index of 500 Stocks (S&P 500). Many investments made by Fidelity U.S. Equity Index Portfolio offer the potential for both dividend income and capital appreciation over the long term. Share price and return will vary. You may have a gain or loss when you sell your shares.

GROWTH AND INCOME FUND

Offers an opportunity to assume even more risk (and potential reward) by way of a managed portfolio of stocks.

Growth and Income Portfolio is a growth and income fund. It seeks high total return through a combination of current income and capital appreciation. It invests primarily in U.S. And foreign stocks, focusing on those that pay current dividends and offer potential growth of earnings, such as common stocks, securities convertible into common stocks, preferred stocks and fixed-income securities. Dividend amounts will vary. The portfolio's share price and return will fluctuate.

GROWTH COMPANY FUND

Offers an opportunity to invest primarily in common stocks and securities convertible into common stock with greater risk.

Growth and Income Portfolio is a growth and income fund. It seeks high total return through a combination of current income and capital appreciation. It invests primarily in U.S. And foreign stocks, focusing on those that pay current dividends and offer potential growth of earnings, such as common stocks, securities convertible into common stocks, preferred stocks and fixed-income securities. Dividend amounts will vary. The portfolio's share price and return will fluctuate.

Overseas Fund

Offers and opportunity to invest in foreign securities.

Overseas fund is an international growth fund. It seeks long term capital growth primarily through investments in foreign securities. These investments may include common stock and securities convertible into common stock, as well as debt instruments. Normally, at least 65% of the Fund's total assets will be invested in securities of issuers from at least three different countries outside of North America. It is important to remember that foreign investments pose greater risks and potential rewards than US investments. The risks include political and economic uncertainties of foreign countries as well as the risk of currency fluctuations. The Fund's share price and return will fluctuate

Your CPO has materials which explain the various funds in greater detail.

<u>Fidelity Investments</u>	Cumulative% Annual Total Return %					Average Annual Total Return%				<u>Life of Fund</u>	<u>Inception Date</u>
	<u>3 Mos</u>	<u>YTD</u>	<u>1999</u>	<u>1998</u>	<u>1997</u>	as of 12/31/99					
						<u>1 year</u>	<u>3 year</u>	<u>5 year</u>	<u>10 year</u>		
Retirement Money Market	1.61	6.28	5.04	5.36	5.43	6.28	5.56	5.48	5.00	5.60	12/02/88
U.S. Bond Index	4.19	11.4	-0.95	8.87	9.55	11.42	6.31	6.35	8.03	8.35	03/08/90
Asset Manager	-3.80	2.38	13.49	16.09	22.27	2.38	10.52	13.23	13.44	13.57	12/28/88
Growth & Income	-3.96	-1.98	10.42	28.31	30.17	-1.98	11.57	16.76	18.97	18.03	12/30/85
Growth Company	-16.4	-6.32	79.48	27.23	18.91	-6.32	28.85	24.33	22.40	22.40	01/17/83
Overseas	-7.57	-18.3	42.89	12.84	10.92	-18.33	9.61	10.56	9.41	15.88	12/04/84
Spartan US Equity Index	-7.83	-9.18	20.66	28.48	33.04	-9.18	12.08	18.12	17.20	16.08	02/17/88

Updated fund performance information is provided to participants every 3 months with statements of account.

When Participation Begins

After your EBB 401(K) Enrollment Form is processed, you will see a deduction for 401(k) on your earnings and leave statement. When you join the savings plan, all of your contributions (100%) will be placed in the *Retirement Money Market fund*. After you see the deduction for the 401(k) savings plan on your earnings and leave statement, you must call the Fidelity Investments toll free benefits telephone line. They will give you instructions on placing your contributions in the other funds over the phone.

Changing Placement of Your Funds

You will receive information on how to go about changing your investment options (the fund into which your contributions are placed) from Fidelity Investments. After you receive the information from Fidelity Investments, you may change your investment options any business day from 8:30 a.m. to 8:00 p.m., E.S.T. by calling Fidelity Investments. All calls are toll free from anywhere in the world.

Changing Level of Participation

You may change your level of participation (the percent of pay you deposit in the savings plan) at any time after you see the withholding for the 401(k) plan on your earnings and leave statement. You must use EBB 401(k) Enrollment Form to change your level of participation. This can not be done by phone. See your civilian personnel officer.

Suspending Participation

You may suspend your participation in the savings plan and stop making contributions at any time by filling out EBB 401(k) Enrollment Form. Participation is automatically suspended if you terminate employment or if you become ineligible because of a change in employment status. Suspension of participation also occurs when you enter a Leave Without Pay status (LWOP). Upon returning to a pay status, your 401(k) contributions will continue. You cannot make up lost employee and employer contributions for periods of LWOP.

Vesting in the Savings Plan



When you are vested you are entitled to the value of your employer's contributions to your account when you retire or terminate your employment. You will be vested: After you have been employed as a U.S. Army NAF employee in a regular status for three years, regardless of participation time. Upon your death, regardless of your age or the amount of time you have been employed as a regular U. S. Army NAF employee. Upon approved disability, regardless of your age or the amount of time you have been employed as a regular U.S. Army

- NAF employee. Upon reaching age 62, regardless of the amount of time you have been employed as a U.S. Army NAF employee.

Termination of Employment

Your employment may terminate in the following ways:

- You may quit, be fired or
- affected by a reduction from a business based action, or
- you may die.

If you quit, or are fired, or are affected by a reduction, you may: Request a lump sum payment of your entitlement to benefits. This payment is subject to 20% Federal withholding tax. Elect to delay receipt of a lump sum payment of your entitlement to benefits. You will be assessed the annual record keeping fees (currently \$4.25 per quarter).

Rollover to an individual IRA. This election is not subject to Federal withholding tax or penalties.

If you die while still employed: Your spouse or your beneficiary will receive a death benefit of 100% of the value of your account. If your spouse chooses, he/she is entitled to rollover the balance of your account into an individual IRA.

Entitlement

Entitlement to benefits consists of: If you are vested, 100% of your contributions, those of your employer, investment earnings, and anything in your rollover account. If you are not vested, 100% of your contributions, investment earnings on your contributions, and anything in your rollover account.

Requesting your Entitlement

The only time you may request payment of your entitlement to benefits under the savings plan is when you terminate your employment or retire. You may call Fidelity Investments to request a payout of your account, 30 days after you separate employment. Payouts cannot be processed prior to 30 days after separation. Your employee account, which will contain your contributions and your earnings from those contributions. Your rollover account, if appropriate, which will contain any rollover contribution or transfer from a former employer's qualified 401(k) plan. Your employer account, which will contain contributions made by your employer in your name and earnings from those contributions. You must be vested to be entitled to receive anything in this account upon retirement or termination of your employment. If you participate in the savings plan, you will receive a quarterly statement which gives you a record of your account. This statement will include balances in your employee, employer, and rollover accounts, as well as contributions, changes or transfers you have requested, hardship withdrawals, and earnings or losses.

Mandatory Distribution of Entitlement

You must receive your benefits by 1 April following the year in which you reach age 70 1/2 or retire, **whichever is LATER**.

Your Savings Plan Account

If you join the savings plan, the following accounts will be established: depending on how much you contribute, your employer contributes up to 3% of your basic pay each pay period to your account. If you reach the annual limit before the end of the year, your contributions (and your employer contributions) will stop. As a result, you will not get the full amount of employer contributions that you could receive if your own contributions had been slightly less each pay period, but had continued over every pay period throughout the entire year.

If you participate in the savings plan, you will receive a quarterly statement, which gives you a record of your account. This statement will include balances in your employee, employer, and rollover accounts, as well as contributions, changes or transfers you have requested, hardship withdrawals, and earnings or losses.

Rollovers

If you had a qualifying 401(k) type savings plan with a former employer, you may request that the value of that plan be transferred to the rollover account of your NAF savings plan. The former employer's plan must be qualified under, and be exempt from, taxation under IRS rules in order to qualify for transfer to the savings plan.

If you terminate your employment and elect to roll over your distribution to an IRA or other qualified plan, you must do so within the time permitted by law (currently 60 days from the date payment is made) to avoid a 10% tax penalty.

If you have reached age 59 1/2, there is no 10% penalty when you receive your distribution, but the distribution is subject to Federal, state and local taxes unless rolled over into an IRA or other qualified plan.

Forfeiture of Employer Account and Restoration

- If you terminate your employment, are not vested, and are not re-employed in a regular NAF position within one year of your termination, you forfeit your employer account.
- If however, you are re-employed in an Army NAF position before the end of 5 years after your termination, your employer account will be restored.

Maximum Contributions

By law the Internal Revenue Service (IRS) sets the maximum amount you may contribute to the savings plan during any calendar year. This limit applies to all deferred contributions you make under this savings plan AND any other tax deferred plan in which you may participate during a calendar year. **For 2001, the contribution limit is \$10,500.** This amount is adjusted each year by the IRS.

If your total deferred contributions exceed the limit in any calendar year, you are responsible for asking the Benefits Program Manager to return the excess contributions to you. Your request must be made in writing no later than 1 March following the year in which you made the excess contributions. Upon your written request, the Benefits Program Manager must return the excess contributions to you by 15 April. If you do not request that the excess contributions be returned to you, you will be taxed on the excess twice—once in the year of deferral and again when the excess is distributed from the savings plan.

The IRS also sets a limit on the total amount of contributions that both you and your employer may contribute to your account during the plan year. This limit is the lesser of 25% of your compensation or \$30,000. If your annual base salary is more than 10 times the IRS limit (for example, a salary of more than \$89,940 in 1993, you should keep the annual contribution limit in mind when deciding how much you will contribute to the savings plan each pay period. You could lose the opportunity to receive some employer contributions if you reach the annual maximum too quickly. This is because, depending on how much you contribute, your employer contributes up to 3% of your basic pay each pay period to your account. If you reach the annual limit before the end of the year, your contributions (and your employer contributions) will stop. As a result, you will not get the full amount of employer contributions that you could receive if your own contributions had been slightly less each pay period, but had continued over every pay period throughout the entire year.

Procedure for Requesting Benefits

You must call Fidelity Investments 30 or more days after you separate employment, if you want a payout of your 401k account. If you would like to leave your balance with Fidelity Investments, you are not required to do anything at separation. Your account will stay where it is. If you need to request a hardship withdrawal from your 401k account while you are still employed, please call Fidelity Investments. Proof of hardship is the employee's responsibility and must be established in accordance with the IRS guidelines, before a hardship withdrawal may occur.

Features of the Savings Plan

Retirement

When you retire from NAF employment, you will receive a benefit equal to 100% of your entitlement. The 401(k) Benefits Program Manager will give you information about your benefit at that time. If you elect to leave your 401(k) Plan contributions in the Plan with Fidelity Investments Inc. after you separate employment, you will be assessed the quarterly record-keeping fee (currently \$4.25 per quarter). The fee will be deducted from your account each quarter, as long as your account is open.

Disability

If you are disabled, provide medical documentation by your attending physician, and obtain approval by a qualified medical authority selected by the Benefits Program Manager, you may request a benefit equal to 100% of the value of your entitlement, regardless of how long you have been a regular U.S. Army NAF employee. You will receive payment in a lump sum. EBB Form 766R, which is available from your civilian personnel office or from the Employee Benefits Office, must be used to provide the required medical documentation.

Death

- If you die while employed, your spouse or your beneficiary will be entitled to 100% of your entitlement. If your spouse consents to another beneficiary, such consent must be in writing and must be notarized.

Of course, if you are not married at the time of your death, 100% of your account value will be paid to your beneficiary.

- If you die after terminating employment but before receiving your entitlement, your spouse or your beneficiary will be entitled to 100% of what your entitlement would have been for retirement, disability, or termination of employment as the case may be.

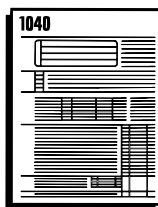
Payment of Savings Plan Contributions
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See sections **TERMINATION OF EMPLOYMENT, ENTITLEMENT, AND REQUESTING YOUR ENTITLEMENT** for information on refunds.

401(k) Access on the Web

For on-line access to your 401(k) account, call Fidelity at 1-800-835-5093. Then visit www.NAFbenefits.com, select 401(k) plan and follow the instructions.

Tax Advantages



Under the savings plan, you may elect to have your employer make a payroll deduction of a portion of your salary and contribute this amount directly to the savings plan on your behalf. These contributions are not reported as taxable income for Federal income tax purposes on your W-2 form. Most states, counties, and towns also defer your contributions from their income taxes; but some do not. Your contributions are not exempt from Social Security taxes. Your W-2 form will show you if taxes are deferred by the state, county, city or town where you live.

- Since these contributions reduce your W-2 earnings, the result is an income tax savings for you. For example, if you earn \$20,000 a year, and put 3% of your pay into the savings plan, you pay Federal income taxes on \$19,400, rather than on \$20,000.

You do not pay tax on these contributions until you receive a distribution from the savings plan—usually at retirement—a time when you may be in a lower tax bracket.

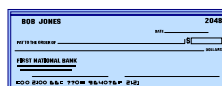
The contributions your employer makes to the savings plan are also tax deferred and are not taxable to you until you receive a distribution. You are, of course, not entitled to your employer's contributions until you are vested.

A Word About Social Security, State and Local Income Taxes

Your contributions to the savings plan reduce your total taxable income. This means that Federal and, usually, state income taxes are reduced, but Social Security taxes are not affected. Even though pre-tax dollars are put into the savings plan, they must be counted in determining your employer's and your Social Security FICA taxes. This allows employees to get credit for full salary toward their Social Security benefits at retirement or if disabled.

In addition there are some states, counties, cities, and towns that tax these contributions in the year earned rather than when distributed from the savings plan.

Loans by Phone



As of October 1, 2000, you can borrow money from your U.S. Army NAF 401(k) Savings Plan account. This process only takes a telephone call to the Investment Manager on the toll free number.

The 401(k) Savings Plan was designed to help you save for retirement. However, we realize that there may be times when you'll need some extra money before you retire. That is why this feature has been added to the Plan, so you can borrow your own money when you really need to.

Who Can Take Out a Loan?

Any active, paid employee of the U.S. Army who is participating in the U.S. Army NAF 401(k) Savings Plan and whose pay is processed by the Central NAF Payroll Office in Texarkana, TX, is eligible to borrow from the Plan.

What Are the Rules to Borrow Money?

- You must have at least \$2,000.00 “vested” in your Plan account.
- You can take out only one loan at a time.
- You must wait three months from the time you repay one loan until you can take out another loan.
- The smallest loan you may take out is \$1,000.00.
- The maximum you may borrow is fifty percent of your vested value or \$50,000.00, whichever is less.
- You decide how much time you’ll need to repay your loan: from one year to five years. (If the loan is for the down payment on your principal residence, you may elect to repay it in a maximum of fifteen years).
- The interest rate you will pay is usually less than most banks charge: “prime plus 1%”.

Do I Need to Pay Back the Money I Borrow?

Yes, the Internal Revenue Service (IRS) requires that you must repay any money you borrow from your 401(k) Savings Plan Account. The IRS. establishes these rules and they must be adhered to by the Plan Administrator and the participants of the 401(k) Savings Plan.

Loans will be repaid by having money deducted from your paycheck on the schedule that you determine within the IRS. guidelines.

It is important to repay any loans you take out for a number of reasons. First, the IRS. requires it. Secondly, repaying a loan saves you a lot of money. If you default on your loan, you’ll have to pay additional taxes and penalties. Thirdly, repaying a loan makes sure that any money you borrow is returned to your account so that it is available to earn more money when invested. Lastly, when you return the money you borrow, you make sure that all of your savings are there when you need it at retirement.

When Can I Request a Loan?

Almost anytime of the day or night. The toll free number is open to help you with automated service virtually 24 hours a day, 7 days a week. If you prefer to speak with a retirement services representative, call Monday through Friday between 8:30 a.m. and 8:00 p.m. eastern time.

Can I Still Contribute to the 401(k) Savings Plan While Paying Back a Loan?

Yes, you may continue to contribute to the Plan while you are paying back your loan. There is no participation penalty for loan withdrawals, as there is a participation penalty for hardship withdrawals. If you take a hardship withdrawal in lieu of a loan, you are not permitted to participate in the 401(k) Plan again until one year after the hardship was withdrawn. Additionally, if you take a hardship withdrawal, the IRS. requires you to pay 20% withholding for Federal Income Tax and an additional 10% penalty for early withdrawal. These taxes and penalties do not apply to loans, as long as the loan is paid back in the specified time determined at the time the loan is requested.

HARDSHIP WITHDRAWALS

(You should consider the loan program to avoid the additional 10% early withdrawal penalty required for hardship withdrawals before age 59 1/2.)

Withdrawals are permitted for hardships such as:

- Certain medical expenses for you, your spouse, or your dependents.
- Purchase (excluding mortgage payments) of your principal residence.
- Payment of tuition for the next semester or quarter of post-secondary education for you, your spouse, or your dependents.
- Payment to prevent eviction from your principal residence or foreclosure on the mortgage on your principal residence.
- Other hardships recognized by the Internal Revenue Service.

If you make a hardship withdrawal, however, you may not make any contributions to the savings plan for 12 months, **AND** the maximum you may contribute in the year following the year in which you make the withdrawal will be reduced by the amount you contributed in the year you made the withdrawal. **For example**, if you make a withdrawal in March 2000, you may not contribute to the savings plan until April 2001. In addition, the **maximum** you are permitted to contribute in 2001 will be reduced by the amount you contributed in January, February, and March 2000.

NOTE: All withdrawals during employment are subject to spousal consent if your total account balance is \$3500 or more.

If you need to apply for a hardship withdrawal, contact the Employee Benefits Office for additional details.

Portability of Benefits

Certain appropriated fund employees are eligible to participate in the U.S. Army NAF 401(k) Savings Plan, if they meet the eligibility requirements set forth by Public Law 101-508. If you are eligible to continue participation in the U.S. Army NAF Retirement Plan due to Public Law 101-508, then you are also eligible to participate in the U.S. Army NAF 401(k) Savings Plan. If you sign SF 830-1, making a lifetime election to participate in the U.S. Army NAF Retirement Plan, then you are not ever eligible to participate in the Thrift Savings Plan again, but you may participate in the US. Army NAF 401(k) Savings Plan. (See the section entitled ***Eligibility*** under **Retirement Benefits** for more information).

The Magic of Compound Interest

If you save the biweekly deferral amounts shown below in your Army NAF 401(k) Plan, you might earn the amounts shown here!

	\$10,000 Annual Salary				\$30,000 Annual Salary			
Deferral %	1%	2%	4%	15%	1%	2%	4%	15%
Biweekly Deferral	\$3.85	\$7.69	\$15.38	\$57.69	\$11.54	\$23.08	\$46.15	\$173.08
Annual Taxable Amount	\$9,900	\$9,800	\$9,600	\$8,500	\$29,700	\$29,400	\$28,800	\$25,500
Projected Value in 5 Years	\$1,418	\$2,836	\$4,964	\$12,764	\$4,255	\$8,509	\$14,891	\$38,291
Projected Value in 10 Years	\$3,928	\$7,856	\$13,748	\$35,352	\$11,784	\$23,568	\$41,244	\$106,056
Projected Value in 15 Years	\$8,232	\$16,464	\$28,812	\$74,088	\$24,696	\$49,392	\$86,436	\$222,264
Projected Value in 20 years	\$15,467	\$30,934	\$54,135	\$139,205	\$46,401	\$92,803	\$162,405	\$417,614
Projected Value in 25 years	\$27,471	\$54,942	\$96,150	\$247,243	\$82,414	\$164,828	\$288,450	\$741,730
Projected Value in 30 years	\$47,212	\$94,424	\$165,243	\$424,911	\$141,637	\$283,274	\$495,730	\$1,274,735
	\$15,000 Annual Salary				\$35,000 Annual Salary			
Deferral %	1%	2%	4%	15%	1%	2%	4%	15%
Biweekly Deferral	\$5.77	\$11.54	\$23.08	\$86.54	\$13.46	\$26.92	\$53.85	\$201.92
Annual Taxable Amount	\$14,850	\$14,700	\$14,400	\$12,750	\$34,650	\$34,300	\$33,600	\$29,750
Projected Value in 5 Years	\$2,127	\$4,255	\$7,445	\$19,145	\$4,964	\$9,927	\$17,373	\$44,672
Projected Value in 10 Years	\$5,892	\$11,784	\$20,622	\$53,028	\$13,748	\$27,496	\$48,118	\$123,732
Projected Value in 15 Years	\$12,348	\$24,696	\$43,218	\$111,132	\$28,812	\$57,624	\$100,842	\$259,308
Projected Value in 20 years	\$23,200	\$46,401	\$81,202	\$208,807	\$54,135	\$108,270	\$189,473	\$487,217
Projected Value in 25 years	\$41,207	\$82,414	\$144,225	\$370,868	\$96,150	\$192,300	\$336,525	\$865,351
Projected Value in 30 years	\$70,818	\$141,637	\$247,865	\$637,367	\$165,243	\$330,487	\$578,352	\$1,487,191
	\$20,000 Annual Salary				\$40,000 Annual Salary			
Deferral %	1%	2%	4%	15%	1%	2%	4%	15%
Biweekly Deferral	\$7.69	\$15.38	\$30.77	\$115.38	\$15.38	\$30.77	\$61.54	\$230.77
Annual Taxable Amount	\$19,800	\$19,600	\$19,200	\$17,000	\$39,600	\$39,200	\$38,400	\$34,000
Projected Value in 5 Years	\$2,836	\$5,673	\$9,927	\$25,527	\$5,673	\$11,345	\$19,854	\$51,054
Projected Value in 10 Years	\$7,856	\$15,712	\$27,496	\$70,704	\$15,712	\$31,424	\$54,002	\$141,408
Projected Value in 15 Years	\$16,464	\$32,928	\$47,624	\$148,176	\$32,928	\$65,856	\$115,248	\$296,352
Projected Value in 20 years	\$30,934	\$61,868	\$108,270	\$278,409	\$61,868	\$123,737	\$216,541	\$556,819
Projected Value in 25 years	\$54,942	\$109,885	\$192,300	\$494,486	\$109,885	\$219,771	\$384,600	\$988,973
Projected Value in 30 years	\$94,424	\$188,849	\$330,487	\$849,823	\$188,849	\$377,600	\$660,974	\$1,600,647
	\$25,000 Annual Salary				\$45,000 Annual Salary			
Deferral %	1%	2%	4%	15%	1%	2%	4%	15%
Biweekly Deferral	\$9.62	\$19.23	\$38.46	\$144.23	\$17.31	\$34.62	\$69.23	\$259.62
Annual Taxable Amount	\$24,750	\$24,500	\$24,000	\$21,250	\$44,550	\$44,100	\$43,200	\$38,250
Projected Value in 5 Years	\$3,545	\$7,091	\$12,409	\$31,022	\$6,382	\$12,764	\$2,236	\$57,436
Projected Value in 10 Years	\$9,820	\$19,640	\$34,370	\$88,380	\$17,676	\$35,352	\$61,866	\$159,085
Projected Value in 15 Years	\$20,580	\$41,160	\$72,030	\$185,220	\$37,044	\$74,088	\$129,654	\$333,397
Projected Value in 20 years	\$38,668	\$77,336	\$135,338	\$348,012	\$69,602	\$139,205	\$243,608	\$626,422
Projected Value in 25 years	\$68,678	\$137,357	\$240,375	\$618,108	\$123,621	\$247,243	\$432,675	\$1,112,595
Projected Value in 30 years	\$118,031	\$236,062	\$413,108	\$1,062,279	\$212,455	\$424,911	\$743,595	\$1,912,103

These hypothetical examples show how time and tax deferral can work in your favor. They assume a 3% salary increase and a 10% rate of return on the investment, compounded yearly. In the tax-deferred account, contributions and any earnings are not taxed until withdrawal. The above examples are not a guarantee of investment earnings. Please check with the prospectus to determine your own comfort level. Rates of return vary daily.

The Magic of Compound Interest —(continued...)

	\$50,000 Annual Salary				\$70,000 Annual Salary			
Deferral %	1%	2%	4%	15%	1%	2%	4%	15%
Biweekly Deferral	\$19.23	\$38.46	\$76.92	\$288.46	\$26.92	\$53.85	\$107.69	\$403.85
Annual Taxable Amount	\$49,500	\$49,000	\$48,000	\$42,500	\$69,300	\$68,600	\$67,200	\$59,500
Projected Value in 5 Years	\$7,091	\$14,182	\$24,818	\$63,818	\$9,927	\$19,854	\$34,745	\$89,345
Projected Value in 10 Years	\$19,640	\$39,280	\$68,740	\$176,761	\$27,496	\$54,002	\$96,236	\$247,465
Projected Value in 15 Years	\$41,160	\$82,320	\$144,060	\$370,441	\$57,624	\$115,248	\$201,684	\$518,617
Projected Value in 20 years	\$77,336	\$154,672	\$270,676	\$696,024	\$108,270	\$216,541	\$378,946	\$974,434
Projected Value in 25 years	\$137,357	\$274,714	\$480,751	\$1,236,216	\$192,300	\$384,600	\$673,051	\$1,730,703
Projected Value in 30 years	\$236,062	\$472,124	\$826,217	\$2,124,559	\$330,487	\$660,974	\$1,156,704	\$2,974,383
	\$55,000 Annual Salary				\$75,000 Annual Salary			
Deferral %	1%	2%	4%	15%	1%	2%	4%	15%
Biweekly Deferral	\$21.15	\$42.31	\$84.62	\$317.31	\$28.85	\$57.69	\$115.38	\$432.69
Annual Taxable Amount	\$54,450	\$53,900	\$52,800	\$46,750	\$74,250	\$73,500	\$72,000	\$63,750
Projected Value in 5 Years	\$7,800	\$15,600	\$27,300	\$70,100	\$10,636	\$21,273	\$37,227	\$95,726
Projected Value in 10 Years	\$21,604	\$43,208	\$75,614	\$194,437	\$29,460	\$58,920	\$103,110	\$265,141
Projected Value in 15 Years	\$45,276	\$90,552	\$158,466	\$407,485	\$61,740	\$123,480	\$216,090	\$555,661
Projected Value in 20 years	\$85,069	\$170,139	\$297,744	\$765,627	\$116,004	\$232,008	\$406,014	\$1,044,037
Projected Value in 25 years	\$151,093	\$302,186	\$528,826	\$1,359,838	\$206,036	\$412,072	\$721,126	\$1,854,325
Projected Value in 30 years	\$259,668	\$519,336	\$908,839	\$2,337,015	\$354,093	\$708,186	\$1,239,326	\$3,186,839
	\$60,000 Annual Salary				\$80,000 Annual Salary			
Deferral %	1%	2%	4%	15%	1%	2%	4%	15%
Biweekly Deferral	\$23.08	\$46.15	\$92.31	\$346.15	\$30.77	\$61.54	\$123.08	\$461.54
Annual Taxable Amount	\$59,400	\$58,800	\$57,600	\$51,000	\$79,200	\$78,400	\$76,800	\$68,000
Projected Value in 5 Years	\$8,509	\$17,018	\$29,782	\$76,581	\$11,345	\$22,691	\$39,709	\$102,108
Projected Value in 10 Years	\$23,568	\$47,136	\$82,488	\$212,113	\$31,424	\$62,848	\$109,984	\$282,817
Projected Value in 15 Years	\$49,392	\$98,784	\$172,872	\$444,529	\$65,856	\$131,712	\$230,496	\$592,705
Projected Value in 20 years	\$92,803	\$185,606	\$324,811	\$835,229	\$123,737	\$247,475	\$433,082	\$1,113,639
Projected Value in 25 years	\$164,828	\$329,657	\$576,901	\$1,483,460	\$219,771	\$439,543	\$769,201	\$1,977,947
Projected Value in 30 years	\$283,274	\$566,549	\$1,001,461	\$2,549,471	\$377,600	\$755,300	\$1,321,948	\$3,300,295
	\$65,000 Annual Salary				\$85,000 Annual Salary			
Deferral %	1%	2%	4%	15%	1%	2%	4%	15%
Biweekly Deferral	\$25.00	\$50.00	\$100.00	\$375.00	\$32.69	\$65.38	\$130.77	\$490.38
Annual Taxable Amount	\$64,350	\$63,700	\$62,400	\$55,250	\$84,150	\$83,300	\$81,600	\$72,250
Projected Value in 5 Years	\$9,218	\$18,436	\$32,263	\$82,963	\$12,054	\$24,109	\$42,191	\$108,490
Projected Value in 10 Years	\$25,532	\$51,064	\$89,362	\$229,789	\$33,388	\$66,776	\$116,858	\$300,493
Projected Value in 15 Years	\$53,508	\$107,073	\$187,278	\$481,573	\$69,972	\$139,944	\$244,902	\$629,749
Projected Value in 20 years	\$100,536	\$201,073	\$351,879	\$904,832	\$131,471	\$262,942	\$460,149	\$1,183,242
Projected Value in 25 years	\$178,564	\$357,129	\$624,976	\$1,607,082	\$233,507	\$467,015	\$817,276	\$2,101,568
Projected Value in 30 years	\$306,880	\$613,761	\$1,074,083	\$2,761,927	\$401,305	\$802,611	\$1,404,570	\$3,611,751

These hypothetical examples show how time and tax deferral can work in your favor. They assume a 3% salary increase and a 10% rate of return on the investment, compounded yearly. In the tax-deferred account, contributions and any earnings are not taxed until withdrawal. The above examples are not a guarantee of investment earnings. Please check with the prospectus to determine your own comfort level. Rates of return vary daily.

POS Medical Plan and Life Insurance Coverage - 2001 contribution Rates

POS bi-weekly contribution

(For active employees)		Employee Cost		
Single Medical, No Dental	PP01	\$37.83		
Family Medical, No Dental	PP02	\$88.01		
Single Medical, With Dental	PP05	\$40.71		
Family Medical, With Dental	PP06	\$94.81		

** Other sponsor for non-Army MWR participants

1-18-Month Extension Monthly Contribution

Single Medical, No Dental, PP01	\$278.66	NO DENTAL OFFERED	
Family Medical, No Dental, PP02	\$648.35	NO DENTAL OFFERED	

19-36 Month Extension Monthly Contribution

(For separated employees for the 19th through the 29th month if they were disabled and contributing at the end of the 18th month) **(FIRST FOUR MONTHS FREE FOR SOMEONE DISABLED) (DEPENDENTS GET UP TO 36 MONTHS)**

Single Medical, No Dental, PP01	\$278.66	NO DENTAL OFFERED	
Family Medical, No Dental, PP02	\$648.35	NO DENTAL OFFERED	

HMO extension of medical coverage information must be obtained from your Civilian Personnel Office or the HMO itself.

Retiree POS Monthly Contribution

(For retirees receiving an immediate annuity only)

	Employee Cost	
Single Medical, With Dental, RM05	\$102.89	
Family Medical, With Dental, RM06	\$239.67	

Health Maintenance Organizations 2001 Rates*

	Code	Option Type	Employee Pays	Employer Pays	*
New Jersey					
Aetna/U.S. Healthcare of South NJ	HS01	Sing. Med. No Dental	84.76	84.76	
Ft. Dix	HS02	Fam. Med. No Dental	216.48	216.48	
	HS05	Sing. Med. With Dental	87.64	87.64	
	HS06	Fam. Med. With Dental	223.28	223.28	
Aetna/U.S. Healthcare	HJ01	Sing. Med. No Dental	84.76	84.76	
Ft. Monmouth	HJ02	Fam. Med. No Dental	216.48	216.48	
	HJ05	Sing. Med. With Dental	87.64	87.64	
	HJ06	Fam. Med. With Dental	223.28	223.28	

Your Retirement Plan Option

A secure retirement is important to everyone. But it takes planning, and making decisions well before the time has come to retire. Fortunately, your employer offers you the option to begin planning early for a financially secure retirement with a “defined benefit” plan. This plan gives you the opportunity to begin saving now for retirement through payroll deduction contributions of 2% of your salary. Your employer also contributes as necessary to fund the plan. Then, when you retire you will receive a monthly benefit for the rest of your life! (However, you must be at least age 52 and have been participating in the plan for at least five years, or be at least age 50 with 20 years participation, to be eligible for the benefit.)

The benefit is based on your Hi-3 year’s average annual salary, accumulated sick leave and years and months of participation in the plan.

In addition to the monthly benefit, your retirement plan also offers you:

- ☞ Normal and survivor benefit: After your death, the plan will pay your surviving spouse a benefit that is equal to a percentage of your monthly retirement benefit for the rest of his or her life.
- ☞ Early retirement benefit: If you choose to retire early, you can still get retirement benefits from the plan that are reduced depending on how many years under age 62 you are when you retire.
- ☞ Disability benefit: If you have been participating in the plan for at least five years (or one year if you are over age 52), you can be eligible to receive a disability benefit if you become disabled. If you die, your surviving spouse will be eligible to receive a benefit equal to 55% of your disability benefit for life.

You may stop contributing to the plan once, and then elect to begin participating again at a later time. However, if you stop contributing a second time, you will not be eligible to participate again.

Please see your Retirement & 401(k) Travel Guide for more information on the USA NAF Retirement Plan.

Voluntary Early Retirement Authority (VERA)

If approved for business-based action separation, you are eligible to receive reduced annuity of 2% per year from age 55 if you are at least age 50 with 20 years participation, or any age with 25 years participation. See CPO for details of this benefit.

Telephone Numbers Employee Benefits Office

From Location	AT&T Access Code or DSN String. Wait for dial done after dialing code or string.	Telephone Numbers
United States		Toll Free 1-877-384-2340
		COMMERCIAL 703-681-7262
		DSN 761-7262
Germany	0800-888-0010 or 0800-225-5288	Toll Free 877-384-2340
Italy	172-1011	Toll Free 877-384-2340
The Netherlands	0800-022-9111	Toll Free 877-384-2340
Korea	0072-911 or 0036-911 or 0030-911	Toll Free 877-384-2340
Japan	005-39-111 or 0066-55-111	Toll Free 877-384-2340
Belgium	DSN 312-635-4663	Toll Free 6-1-877-384-2340
Panama	00-800-001-0109	Toll Free 877-384-2340
United Kingdom	013-0011	Toll Free 877-384-2340
Ireland	1-800-550-000	Toll Free 877-384-2340

Aetna US Healthcare

From Location	AT&T Access Code or DSN String. Wait for dial tone after dialing code or string	Telephone Numbers
United States		Toll Free 1-800-367-6276
Germany	0800-888-0010 or 0800-225-5288	Toll Free 800-367-6276
Italy	172-1011	Toll Free 800-367-6276
The Netherlands	0800-022-9111	Toll Free 800-367-6276
Korea	0072-911 or 0036-911 or 0030-911	Toll Free 800-367-6276
Japan	005-39-111 or 0066-55-111	Toll Free 800-367-6276
Belgium	DSN 312-635-4663	Toll Free 6-1- 800-367-6276
Panama	00-800-001-0109	Toll Free 800-367-6276
United Kingdom	0800-89-0011 or 0500-89-0011 or 0800-013-0011	Toll Free 800-367-6276
Ireland	1-800-550-000	Toll Free 800-367-6276

Fidelity

From Location	AT&T Access Code or DSN String. Wait for dial tone after dialing code or string.	Telephone Numbers
United States		Toll Free 1-800-835-5093
Germany	0800-888-0010 or 0800-225-5288	Toll Free 800-544-6666 ask to be connected to 401k or call collect 606-491-8257
Italy	172-1011	Toll Free 800-544-6666 ask to be connected to 401k or call collect 606-491-8257
The Netherlands	0800-022-9111	Toll Free 800-544-6666 ask to be connected to 401k or call collect 606-491-8257
Korea	0072-911 or 0036-911 or 0030-911	Toll Free 800-605-4015 ask to be connected to 401k or call collect 606-491-8257
Japan	005-39-111 or 0066-55-111	Toll Free 800-605-4015 ask to be connected to 401k or call collect 606-491-8257
Belgium	DSN 312-635-4663	Toll Free 6-1-800-544-6666 ask to be connected to 401k or call collect 606-491-8257

Pay Schedule #014-26**Issue Date: 07 Mar 2001**

SUBJECT: NAF Pay Ranges for the Monmouth, NJ Wage Area

TO: Commanding Officers of Military Departments and DoD Component Installations in the Area

The NAF Pay Ranges shown below have been established under authority of DoD Directive 5120.42 "Department of Defense Wage Fixing Authority--Nonappropriated Fund Compensation Programs," dated 19 May 1977, and are to be applied to all employees whose official duty station is located within the geographic boundary of the wage area definition shown on the reverse side. This pay schedule is for NAF pay system employees only.

PAY RANGES

NF Levels	Minimum		Maximum	
	Per Year	Per Hour	Per Year	Per Hour
1	10,750	(5.15)	22,770	(10.91)
2	14,980	(7.18)	30,280	(14.51)
3	20,471	(9.81)	51,500	(24.68)
4	30,500	(14.61)	81,000	(38.81)
5	55,500	(26.59)	127,798	(61.24)
6	93,000	(44.56)	*	*

GARY L. MEADOWS
Chief
Wage and Salary Division

Effective Date: 11 Jan 2001
The first day of the first pay period
beginning on or after 01 Jan 2002

CRAFTS AND TRADES WAGE SCHEDULE

CRAFTS AND TRADES WAGE SCHEDULES

Wage Schedule # 014

SUBJECT: NAF Regular Wage Rate Schedules for the Monmouth, New Jersey Wage Area

TO: Commanding Officers of Military Departments and DoD Component Installations in the Area

The Crafts and Trades schedules shown below have been established under authority of DoD Directive 5120.42 "Department of Defense Wage Fixing Authority--Nonappropriated Fund Compensation Programs 19 May 1977, and are to be applied in accordance with the provisions of 5 CFR Part 532 to installations listed on the reverse side. These schedules also conform with limitations contained in OPM Notice # 2000-70, dated 22 December 2000.

NL-NS			NA-Rates						NL-Rates						NS-Rates		
Steps	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5		
Grades												2	3	4	5		
1	6.74	7.02	7.30	7.58	7.86	7.41	7.72	8.03	8.34	8.65	8.96	9.33	9.70	10.08	10.45		
2	7.36	7.63	7.94	8.26	8.55	8.08	8.42	8.76	9.10	9.43	9.58	9.98	10.38	10.78	11.18		
3	7.78	8.08	8.41	8.73	9.04	8.54	8.90	9.28	9.61	9.97	10.20	10.62	11.04	11.47	11.89		
4	8.31	8.64	9.01	9.37	9.70	9.13	9.52	9.91	10.29	10.67	10.77	11.22	11.69	12.11	12.56		
5	8.99	9.36	9.73	10.09	10.48	9.89	10.28	10.71	11.13	11.54	11.29	11.77	12.23	12.72	13.18		
6	9.55	9.95	10.39	10.79	11.19	10.53	10.97	11.43	11.86	12.32	11.81	12.31	12.80	13.31	13.78		
7	10.19	10.63	11.02	11.47	11.89	11.22	11.72	12.18	12.60	13.12	12.37	12.88	13.42	13.96	14.44		
8	10.82	11.25	11.72	12.18	12.60	11.88	12.38	12.88	13.38	13.93	12.97	13.54	14.04	14.61	15.16		
9	11.41	11.89	12.38	12.84	13.34	12.55	13.09	13.61	14.12	14.67	13.72	14.28	14.86	15.47	15.97		
10	12.03	12.54	13.05	13.57	14.04	13.27	13.81	14.39	14.92	15.49	14.46	15.06	15.65	16.29	16.88		
11	12.63	13.18	13.68	14.23	14.77	13.95	14.51	15.10	15.65	16.28	15.19	15.85	16.44	17.10	17.77		
12	13.29	13.85	14.40	14.94	15.50	14.61	15.22	15.85	16.42	17.06	15.92	16.60	17.29	17.95	18.61		
13	13.88	14.47	15.04	15.63	16.21	15.26	15.91	16.56	17.20	17.84	16.68	17.38	18.06	18.77	19.49		
14	14.49	15.11	15.70	16.33	16.92	15.95	16.66	17.31	17.97	18.65	17.41	18.12	18.88	19.61	20.36		
15	15.11	15.75	16.38	17.02	17.63	16.63	17.32	18.04	18.73	19.42	18.15	18.91	19.69	20.42	21.22		
16											18.91	19.72	20.48	21.31	22.07		
17											19.69	20.50	21.33	22.15	22.99		
18											20.41	21.31	22.15	23.00	23.88		
19											21.22	22.10	22.99	23.89	24.77		

JAMES A. WACHTER

Chief

Wage and Salary Division

Order Date: 11 January 2001

Effective Date: 15 March 2001

HELP PROGRAM

(Happy Employees, Less Problems)

**Do you need more Hours?
Money? Opportunity? Benefits?**



In an effort to reduce turnover, the **HELP Program** has been developed by NAF-CPO, and has been implemented at Fort Monmouth. This program gives our flexible (intermittent/on-call) and part-time employees the capability of getting more hours and earn more pay at different activities immediately. It enables employees to get some exposure and opportunity to learn something new. If the employee does a good job at a new activity, they may be asked back again, if that activity has a future need. After getting some exposure at a new activity, it may lead the way to a dual APPOINTMENT. After a period of time as a flexible employee or a dual appointed employee, the employee would be eligible for benefits, if they meet the approved criteria. Our NAF employees will now get the opportunity to receive more hours/pay, mobility, opportunity and benefits.

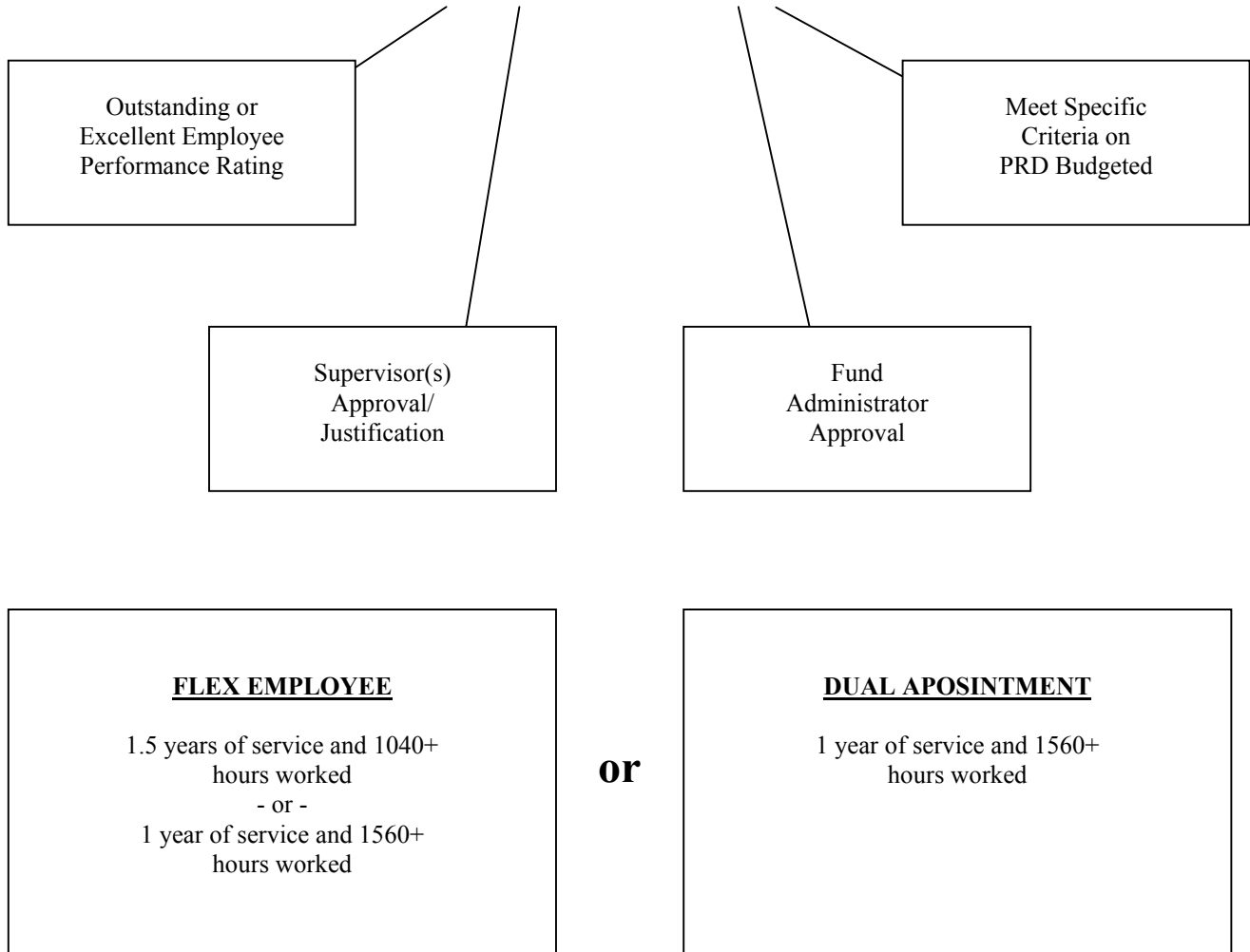
Interested employees must complete a **HELP LIST FORM** and return it to NAF-CPO. After they enroll in the program, the supervisors will be given a periodic list of employees who signed up. When a need arises, the supervisors will contact the employee directly.

Our hope is that this program will benefit MWR and Billeting Fund flexible and part-time employees and additionally help to reduce our high turnover. If you have any suggestions, recommendations or thoughts about this program or any other programs that might help reduce turnover and improve working conditions, please call me for an appointment at (732) 532-5453.

Lawrence Gens
HR Officer, NAF-CPO

RESULTING RECOMMENDATIONS

CONVERT TOP NOTCH EMPLOYEES



HELP LIST FORM

1. **Name:** _____
 2. **Present Activity/Position/Grade:** _____
 3. **Hourly wage:** \$ _____
 4. **Present tentative work schedule:** Days & Hours _____
-
5. **Home telephone number:** _____
 6. **Work telephone number:** _____
 7. **Your present employment category:** Circle one: Flexible or Part-time
 8. **Preferences:** Please **CIRCLE** the positions and activities that you would prefer.

a. **Desired positions:**

All positions listed below/No Preference
Animal Caretaker
Bartender
Cashier
Child Development Program Assistant
Clerk
Cook
Custodial Worker
Desk Clerk
Facility Operator/Technician

Food Service Worker
Laborer
Nutrition Technician
Operations Assistant
Personnel Assistant
Recreation Aid
Sales Clerk
Tractor Operator
Waiter/Waitress

b. **Desired activities:**

All activities listed below/No preference
Auto Shop
Bowling Center
Catering Office
Child Development Center
Common Support Office
Community Center
Family Child Care
Golf Course
Golf Pro Shop
Guest House
Lane Hall
Library

Lodging Office
Marina
Marketing Office
NAF Personnel Office
Officers Club
Outdoor Recreation
Post Restaurant
Physical Fitness Center
Preschool
School Age Services
Supplemental Programs & Services
Veterinary Clinic
Youth Services

c. Desired schedule: Days and Hours:

d. Do you desire and/or need benefits? Circle one: YES or NO

9. Jobs you are qualified to do: _____

General Information: If an employee is *occasionally* called to work at any activity, **QUALIFICATIONS MAY BE WAIVED** and funds are to be transferred, with prior coordination with current supervisor. If an employee applies for a **DUAL APPOINTMENT**, other than his present position, series, and grade, employee must be qualified in order to be selected.

Section 5533 of title 5, United States Code, precludes pay from more than one position for more than an aggregate of 40 hours of work in 1 (one) workweek. This prohibition is applicable to employees in either Appropriated Fund or NAFI, (including AAFES), positions or a combination thereof, including temporary and flexible Appointment's, per AR 215-3 2-2(I) and 3-20(a).

As a Nonappropriated Fund employee I understand I am **NOT** entitled to receive basic pay from more than one position whether an Appropriated Fund or NAF position, (including AAFES) for more than 40 hours of work in 1 (one) workweek (Thursday through Wednesday).

Enrollment in this program does not guarantee more hours, promotion or benefits.

Employee Signature

Date

Supervisor Signature

Date

FOR UP-TO-DATE NONAPPROPRIATED FUND (NAF) **JOB OPENINGS**,
CALL THE **NAF JOB HOTLINE** (732) 532-**JOBS** (5627) (RECORDING UPDATED EVERY TUESDAY)



PLEASE SEND THIS FORM TO NAF-CPO, ATTN: LARRY GENS

1 March 2001

6.4 **Sexual Harassment**

- a. Definition of Sexual Harassment. Involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

a person is used as a basis for career or employment decisions affecting that person; or performance or creates an intimidating, hostile, or offensive environment. Or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay or job of a military member or civilian employee is engaging in sexual harassment. Similarly, any military member or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is engaging in sexual harassment.

Harassment violates acceptable standards of integrity and impartiality required of all Army personnel. It is a spectrum of unacceptable behaviors that can range from “typical dating” behaviors (language and customs), through serious criminal acts. Sexual harassment is not limited to the workplace and can occur at almost any time. It interferes with mission accomplishments and unit cohesion. Such behavior by soldiers or Army civilians will not be tolerated.

SEXUAL HARASSMENT

(Includes Many Things.....)

Actual or attempted rape or sexual assault
Unwanted pressure for sexual favors
Unwanted deliberate touching, leaning over, cornering, or pinching
Unwanted sexual looks or gestures
Unwanted letters, telephone calls, or materials of a sexual nature
Unwanted pressure for dates
Unwanted sexual teasing, jokes, remarks, or questions
Referring to an adult as a girl, hunk, doll, babe or honey
Whistling at someone
Cat calls
Sexual comments
Turning work discussions into sexual topics
Sexual innuendoes or stories
Asking about sexual fantasies, preference, or history
Personal questions about social or sexual life
Sexual comments about a person's clothing, anatomy, or looks
Kissing sounds, howling, and smacking lips
Telling lies or spreading rumors about a person's personal sex life
Neck massage
Touching an employee's clothing, hair, or body
Giving personal gifts
Hanging around a person
Hugging, kissing, patting, or stroking
Touching or rubbing oneself sexually around another person
Standing close or brushing up against a person
Looking a person up and down (elevator eyes)
Staring at someone
Sexually suggestive visuals
Facial expressions, winking, throwing kisses, or licking lips
Making sexual gestures with hands or through body movements

DOUGLAS FACTORS

These are the relevant factors in determining the appropriateness of a penalty for misconduct:

1. The nature and seriousness of the offense.
2. The employee's past disciplinary record.
3. The clarity with which the employee was on notice of any rules that were violated or if he had been previously warned.
4. The employee's position.
5. The adequacy and effectiveness of alternative sanctions to deter similar future conduct by the employee or by others.
6. The consistency of the penalty with any applicable agency table of penalties.
7. The consistency of the penalty with penalties imposed on other employees.
8. Mitigating circumstances surrounding the offense.
9. The employee's potential for rehabilitation.
10. The effect of the offense on the employee's ability to perform his or her job on the supervisor's confidence in that ability.
11. The notoriety of the misconduct and its effect on the agency's reputation.
12. The recency of the misconduct.

EMPLOYEE COUNSELING PROGRAM

(ECP)

The Employee Counseling Program (ECP) under the Garrison provides assistance to civilian employees and their families.

The ECP provides free initial counseling and referrals for any medical, behavioral and/or emotional problems, including alcohol or drug abuse, depression, financial, legal and marital/family problems.

WHY IS THERE A NEED FOR ECP?

We all face various problems and crises in our lives that we can overcome or reduce. However, sometimes these problems become too much for us to handle and can affect our personal happiness, relationships with family members, work performance and even our health. When this happens, we often need professional help in coping with these problems. (These problems very seldom go away by themselves and usually get worse as time goes on). Many times the consequences of letting personal problems go are unpleasant and can be expensive. Remember, almost every human problem can be successfully dealt with, if it is identified and treated early.

HOW DO I GET HELP FROM THE ECP?

To receive assistance, an employee may contact the ECP directly to schedule a confidential interview. A supervisor can also refer an employee on a voluntary basis.

WHAT HAPPENS WHEN INTERVIEWED AT THE ECP?

Following an evaluation and assessment, you may be referred to community resources that will best assist you with your problems.

If your problem involves personal substance abuse or the effects of the substance abuse of a significant other, you are eligible to receive ongoing counseling services. These services would be provided at the Community Counseling Center and are of no cost to the employee.

WHERE IS THE ECP LOCATED?

The ECP is located in Building 864, Community Counseling Center. You can reach them by calling 532-2415 or 532-3703.

HOW WILL SERVICES BE PAID?

The services of the ECP and the Community Counseling Center are of no cost to the employee. When a referral to a community resource is made, those receiving services are responsible for the expenses incurred. These expenses may be covered by group medical insurance. Sliding fee scales are available upon inquiry.

Close to Home

Alcohol, Drug Abuse Still Problems

Article put out by the Counseling Center

“Alcohol abuse and alcoholism continues to be a large problem for American society. The National Institute on Alcohol Abuse and the National Institute of Drug Abuse estimates that 10 percent of the population has a chemical dependency problem. Besides the devastating effects that this has on our families and communities, it has a huge negative impact on our nation’s businesses.

Studies have shown that substance-abusing workers compared to their non-abusing colleagues:

- * are five times more likely to file a workers compensation claim,
- * are 3.6 times more likely to be involved in on-the-job accidents,
- * are late for work three times as often,
- * request early dismissal twice as often, and
- * are more likely to steal company property

These statistics represent the direct cost to businesses but do not include the impact that exists on co-workers, friends, family members and their employment.

The Community Counseling Center, located in Building 864 offers a comprehensive, confidential, substance abuse program. A professionally certified staff at the center provided individual, group, marital and family counseling.

In addition, there is a video library and an array of written documents, pamphlets and books about substance abuse. Military members, civilian employees, retirees and family members are entitled to use the program at no cost.”

For additional information or to schedule an APPOINTMENT, call 532-2415 or 532-3703

CHANGES OF ADDRESS

*(Forms That Need to be Completed
When You Change Your Address)*

Regular Employees:

W-4 Form

DA-3473 (Part I and Part II) - Benefits

401(k) - If Enrolled

DA-5521-R – Record of Emergency and Designation of Beneficiary for
Unpaid Compensation of Deceased NAF Employee

Flexible Employees:

W-4 Form

DA-5521-R – Record of Emergency and Designation of Beneficiary for
Unpaid Compensation of Deceased NAF Employee

AMENDED
SELECTION CRITERIA AND PROCESSING PROCEDURES FOR
THE “CECOM NAF EMPLOYEE OF THE QUARTER” AWARDS PROGRAM

1. **PURPOSE AND INTENT OF AWARD.** This award has been established whereby members of the CECOM, Fort Monmouth and Tobyhanna Army Depot team will have the Opportunity to compete for formal recognition at the Headquarters level for outstanding work achievement which contributed significantly to the command’s overall mission and operational responsibilities, and was judged highly exemplary and inspirational to others. The intent of this program is to identify and reward outstanding CECOM, Fort Monmouth and Tobyhanna Army Depot NAF personnel who, in the daily performance of their assigned duties, have come to stand out as being model workers among their fellow Employees, and this could be considered as highly representative of the ideal CECOM, Fort Monmouth and Tobyhanna Army Depot NAF personnel at any grade level. Award categories provide for recognition of the CECOM NAF Employee on a quarterly and annual basis.

2. **NATURE OF AWARDS.** This award symbolizes outstanding work attributes and highly creditable service by an individual who stands out as a model among fellow employees, and is considered highly representative of the ideal employee. Quarterly awardees are presented with the Achievement Medal for NAFI and a \$250.00 “On The Spot Award”. Yearly awardees are presented with the Commander’s Award for NAFI Service and a \$500.00 “On The Spot Award”.

3. **AWARD CATEGORIES.** There are two competition categories within this awards program. Those categories being, **JUNIOR – CC-2-3-4, NF 1-2, NA, NL, AND NS 1 through 5** **AND SENIOR – CC-5, NF –3-4, NA, NL and NS-6 and above.**

4. **AWARD SELECTION CRITERIA.** To be considered for this award personnel must have clearly demonstrated the following work characteristics in the performance of their daily assigned duties during the awards consideration period:

- a. Performance of assigned duties was accomplished in such a manner that is has effectively serviced as a positive motivator and inspiration to other personnel to become actively involved in serious efforts to improve the quality, increase the productivity, and expand the operation impact of their assigned work responsibilities.
- b. The nominee’s industry, application, initiative, and resourcefulness have resulted in the accomplishments of some visibly measurable and significant work achievements in the performance of assigned duties.
- c. There is visible evident that the nominee is held in high esteem by his/her peers, subordinates, and superiors.

5. **AWARD NOMINATING PROCEDURES.**

- a. Directors will nominate civilian NAF personnel for this special award consideration.
- b. Consideration for this award should be extended throughout the total mission(s) operations of each nominating element and will cover civilians of all grades and all organizational levels.
- c. Each directorate is limited to one nominee per quarter in each category. If more than one nomination, please select the most deserving and submit for consideration.

- d. The selection process is to be conducted in such a manner that will ensure full and equitable consideration for this award to include female, minority, and ethnic group members.
- e. Final selection of the Employee of the Quarter who is to receive this special recognition will be made by the CG, CECOM, upon the recommendations of the NAF Incentive Awards Committee.

6. **INFORMATION TO BE PROVIDED BY ALL NOMINATING OFFICIALS.**

- a. The DA Form 5167-R (Incentive Awards Nomination and Approval) will be used to transmit nominations. The nominating organizations funds citation will be included on the form to fund the cost of the “On The Spot Award”. Nominations will contain the signature of the director.
- b. Justifications are to be submitted on bond paper to the Personnel and Training Directorate (AMSEL-PT-NAF) and will include the following information:
 - 1. Name of nominee
 - 2. Official position title and grade
 - 3. Length of NAFI service
 - 4. Employing organization
 - 5. Nominating official’s name and office extension
 - 6. A brief description of the employee’s current position responsibilities
 - 7. A summary of the individual’s notable contributions that warrant recognition as an outstanding employee. *Nominations should be based upon the nominee’s contributions during the quarter for which nominations are being solicited. Individuals, whose contributions are the result of a long-term project and span several quarters, may be nominated as long as the nomination justification indicates the time period and the period ends or project concludes in the quarter of the nomination.*

7. **SELECTION PROCEDURES.** All nominations will be presented before the members of the NAF Incentive Awards Committee who will recommend selection to the Commanding General for each quarter. The personnel office will notify the nominating official of the selection who in turn will notify the selected employee. All quarterly awardees automatically qualify to be further considered for recognition as the CECOM NAF Employee of the Year Award.

8. **AWARDS CEREMONY.** The Commanding General will host a quarterly awards ceremony in January, April, July, and October of each year to recognize the selected CECOM, Fort Monmouth and Tobyhanna Army Depot NAF awardees along with the Soldier, NCO, and APF Civilian Employee of the Quarter. The October ceremony will further recognize the civilian and military selectees for the yearly awards.

New Jersey Division on Civil Rights Guide to Pre-Employment Inquiries

Category	It is Discriminatory to Inquire About:	Acceptable Inquiries
1. Name	(a) The fact of a change of name or the original name of an applicant whose name has been legally changed. (b) Maiden name.	(a) Has the applicant ever worked or studies under a different name (allowable only when the information is needed to check an applicant's qualifications).
2. Birthplace and Residence	(a) Birthplace of applicant. (b) Birthplace of applicant's parents. (c) Requirement that applicant submit birth certificate, naturalization or baptismal record. (d) Whether applicant owns, rents, boards or lives with parents.	(a) Applicant's place of residence.
3. Creed and Religion	(a) Applicant's religious affiliation. (b) Church, parish, or religious holidays observed by applicant.	
4. Race or Color	(a) Applicant's race. (b) Color of skin, eyes, hair, etc...	
5. Photographs	(a) Photograph with application. (b) Photograph after interview, but before hiring.	
6. Organizations	(a) All clubs, social fraternities, sororities, lodges or organizations to which applicant belongs.	(a) Membership in a union, professional or trade organization, service.
7. References	(a) The name of the applicant's pastor or religious leader.	(a) Names of persons willing to provide professional and/or character references for applicant.
8. Sex & Marital Status	(a) Sex or marital status or any questions which would be used to determine same. (b) Dependents of applicant. (c) Spouse's occupation.	
9. Arrest Record	(a) The number and kinds of arrests of an applicant.	(a) Number and kinds of convictions, only if those convictions are for crimes which would be somehow related to the job. For instance, an applicant convicted of stealing applying for a cashier position.

10. Height and Weight	(a) Any inquiry into height and or weight or applicant.	
11. Physical Disabilities	(a) Any inquiry into physical disabilities which would not prevent applicant from performing the job. (b) Any inquiry as to illnesses, general health, hospitalization, etc...	(a) Does applicant have any physical disability which would prevent him/her from doing the job.
12. Age	(a) Date of Birth or age of applicant. (b) Age specifications, limitations or implications in newspaper advertisements which might bar workers under or over a certain age. (c) Driver's license number.	(a) Applicants may be asked if he or she is over the minimum legal age and younger than a bona fide retirement age.
13. National Origin and Ancestry	(a) Applicant's lineage, ancestry, national origin, descent, parentage or nationality. (b) Nationality of applicant's spouse or parents.	
14. Language	(a) Applicant's mother tongue. (b) Language commonly used by applicant at applicant's home. (c) How the applicant acquired ability to read, write or speak a foreign language.	(a) Languages applicant speaks and/or writes fluently (if job related).
15. Relatives	(a) Name and/or address of any relative of the applicant. (b) Names of relatives already employed by the company.	(a) Names and address of person to be notified in case of accident or emergency.
16. Military Experience	(a) Applicant's military experience in other than the US Armed Forces. (b) National Guard or Reserve Units of applicant. (c) Draft classification or other eligibility for military service. (d) Applicant's whereabouts in 1914-1918; 1941-1945 or 1950-1953. (e) Dates and conditions of discharge.	(a) Military experience of applicant in the Armed Forces *US) only when used for employment history. (b) Whether applicant has received any notice to report for duty in the Armed Forces.

NAF REFERRAL AND SELECTION LIST**S:**

(NONAPPROPRIATED FUND EMPLOYMENT)
FOR USE OF THIS FORM SEE AR 215-3, THE PROPONENT AGENCY IS DCSPER

PART I - PERSONNEL OFFICE WILL COMPLETE ITEMS 1 THROUGH 7 AND 9

1. POSITION TO BE FILLED (TITLE CATEGORY SERIES GRADE)**2. ORGANIZATION****3. JOB ANNOUNCEMENT NO. & DATE****4. AREA OF CONSIDERATION****5. DATE**

LOCAL

TO SELECTING OFFICIAL: Person listed below are all qualified candidates for the position shown in Item 1. This group was identified after thorough evaluation and comparison of candidates qualifications against qualification requirements and other job-related factors.

The selecting official will not inform candidates regarding selection until the CPO has completed all appointment requirements.

6. PREFERENCE**7. NAME****8. SELECTION ACTION**

PREFERENCE CODES:**SEP** - Spouse Employment Preference**CNE** - Current NAF or APF Employee**OAV** - Outside Applicant Veteran**ISM** - Involuntary Separated Military**FNE** - Former Naf Employee**OANV** - Outside Applicant Non-Veteran**SELECTION ACTION CODES:****S** - Selected**NS** - Not Selected**D** - Declined**FR** - Failed to Reply to inquiry or Report for interview**9. TYPED NAME OF CPO REPRESENTATIVE:****TELEPHONE EXTENSION:****SIGNATURE**

PART II - SELECTING SUPERVISOR WILL COMPLETE ITEM 8 ABOVE AND ITEMS 10 THROUGH 13

10. TO CIVILIAN PERSONNEL OFFICER: All of the above candidates have been considered and the selection action is as indicated in Item 8 above. Reason(s) for selection:

(FOR CYS ACTIVITIES ONLY) "I CERTIFY THAT LINE OF SIGHT SUPERVISION (LOSS) WILL BE ACCOMPLISHED OR THE SELECTEE **UNTIL ALL REQUIRED CHECKS HAVE BEEN COMPLETED OR UNTIL THE CIVILIAN PERSONNEL OFFICE ADVISES THIS ORGANIZATION THAT LOSS IS NO LONGER REQUIRED.**"

REQUESTED ENTRANCE ON DUTY DATE:**(If NF), SET ENTRY SALARY AT:** _____**11. SELECTING OFFICIAL (TYPED NAME, TITLE)****12. SIGNATURE****13. DATE**

SUBJECT: Referral list for: Waiter/Waitress, NA-7420-01,01,03

1. Reference is made to AR 215-3, Para 2-8
2. Attached is a referral list for subject position in response to your request for personnel action.

DA Form(s) 4017#(s): 99-KE-003, 99-KE-004, 01-KE-02

3. Please review the applications and return the referral list in a sealed envelope with your selection no later than **15 DEC 00**.

4. Preference in selection for positions will be given according to the following priorities:

- (a) Spouse Employment Preference (SEP). MUST be selected. If SEP declines, or no SEP then
- (b) Involuntarily Separated Military (ISM). MUST be selected. If ISM declines, or no ISM candidate then
- (c) Current/Former NAF employees (NAF and APF). Do Not have to be selected, and if NS then
- (d) Outside applicant veteran (OAV). If no selection is made per (a), (b) or (c), and OAV is not selected, waiver must be approved by Chief of Staff (per attached)
- (e) Outside applicant non-veteran (OANV).

A brief statement of the referral of why the applicant(s) was/were not selected will be made a part of the selection file.

5. Notice of selection and offer of employment can be made only by this office. All requirements of appointment to the particular position, as prescribed in AR 215-3, Chapter 2, must be met before any compensation may be paid to an employee. Therefore, the selecting official must **not** make any employment offer to any applicant.

6. If you have any questions concerning this matter please call NAF Civilian Personnel Office at 532-2433 or 532-8134.

7. CECOM Bottom Line: THE WARFIGHTER.

LAWRENCE G. GENS
Human Resource Officer, Nonappropriated Fund
Civilian Personnel Office

IMPORTANT WEB SITES

<u>NAF-CPU's web page</u>	http://www.monmouth.army.mil/cecom/pandt/nafinfondx.htm
<u>NAF Jobs Hotline:</u>	http://www.monmouth.army.mil/cecom/pandt/hotline.htm
<u>Directions to NAF-CPO:</u>	http://www.monmouth.army.mil/cecom/pandt/DIRECNAF.html
<u>Entitlements to work at Fort Monmouth:</u>	http://www.monmouth.army.mil/cecom/pandt/NAFGUIDEINFO.htm
<u>NAF Employee Benefits:</u>	http://www.nafbenefits.com
<u>NAF 401(k) Savings Plan:</u>	http://trol.redstone.army.mil/mwr/hr/eb/index.html
<u>AETNA U.S. Healthcare:</u>	http://www.aetnaushc.com/
<u>NAF Employee Handbook:</u>	http://www.cpol.army.mil/library/naf/handbook/toc.html
<u>NE & CT Wage Schedules:</u>	http://www.cpms.osd.mil/wage/scheds/naf/survey-sch/089/
<u>Resume Builder for MWR Referral System Jobs:</u>	http://www.mwrjobs.army.mil/
<u>NAF Jobs at Fort Monmouth:</u>	http://www.monmouth.army.mil/cecom/pandt/NAFJOBS_1.html
<u>World-Wide MWR Jobs:</u>	http://cpol.army.mil/va/scripts/special_categories.cgi?Category=NAF
<u>NAF Jobs in Europe:</u>	http://www.chrma.hqusareur.army.mil/
<u>CPOL:</u>	http://cpol.army.mil/
<u>PD library in CPOL:</u>	http://cpol.army.mil:1085/pdl/owa/pdweb\$.startup
<u>Department of Army:</u>	http://www.cpol.army.mil/library/naf/
<u>Pay Banding & Crafts and Trades Wage Schedules:</u>	http://www.cpms.osd.mil/wage/scheds/naf/survey-sch/089/
<u>AR 215-3 Regulation:</u>	http://books.usapa.belvoir.army.mil/cgi-bin/bookmgr/BOOKS/R215_3/C.CONTENTS
<u>MWR Home Page:</u>	http://trol.redstone.army.mil/mwr/
<u>Recreation Delivery Program 2001:</u>	http://trol.redstone.army.mil/mwr/recreation/2001/rec2001.html
<u>AMC MWR Home Page:</u>	http://amcmwr-www.army.mil/
<u>US Army Garrison Home Page at Fort Monmouth:</u>	http://usag.monmouth.army.mil/
<u>Search by Name To Find Someone at Fort Monmouth:</u>	http://intranet.monmouth.army.mil/intranet/fmteldir.nsf/b873a20855bb7d05852564aa006d22b8/854f1e278c646029852564a60044981f?OpenDocument



CECOM Deputy Chief of Staff for Personnel (DCSPER)

DATE ISSUED: Mar 2001

US ARMY COMMUNICATIONS-ELECTRONICS COMMAND
NONAPPROPRIATED FUND CIVILIAN PERSONNEL OFFICE
BUILDING 918 MURPHY DRIVE, ROOM 2
FORT MONMOUTH, NEW JERSEY 07703-5011
(732) 532-2433 or (732) 532-5452 dsn: 992- Fax: (732) 532-8702
JOB HOTLINE: (732) 532-JOBS (5627) UPDATED EVERY TUESDAY
FOR DIRECTIONS TO NAF-CPO, BLDG. 918: (732) 427-5347 OR CLICK BELOW

NAFJOBS

()	JOB TITLE	SERIES/GRADE	OPEN	CLOSE	LOCATION
	CHILD & YOUTH PROGRAM ASSISTANT	CC-1702-02, 03, 04	06-Mar-01	ITIL FILLED	(SCHOOL AGE SERVICES)
	CHILD AND YOUTH PROGRAM ASSISTANT	CC-1702-02, 03, 04	23-Jan-01	UNTIL FILLED	(CHILD DEVELOPMENT CENTER)
*	CLERK	NF-0303-01	06-Mar-01	UNTIL FILLED	(SCHOOL AGE SERVICES)
	COOK	NA-7404-05	13-Feb-01	UNTIL FILLED	(SCHOOL AGE SERVICES)
	COOK	NA-7404-08	27-Jun-00	UNTIL FILLED	(OFFICERS' CLUB/LANE HALL)
*	CUSTODIAL WORKER	NA-3566-02	16-Jan-01	UNTIL FILLED	(LANE HALL)
*	DESK CLERK	NF-1176-02	02-May-00	UNTIL FILLED	(LODGING OFFICE)
*	FACILITIES OPERATOR	NF-0301-01	09-Mar-99	UNTIL FILLED	(MWR OPERATIONS TEAM)
*	FOOD SERVICE WORKER	NA-7408-01	16-Mar-99	UNTIL FILLED	(LANE HALL/OFFICERS' CLUB)
*	FOOD SERVICE WORKER	NA-7408-04	06-Mar-01	UNTIL FILLED	(OFFICERS' CLUB)
*	FOOD SERVICE WORKER	NA-7408-04	25-Jan-00	UNTIL FILLED	(BOWLING CENTER)
*	LIFEGUARD	NF-0189-01	01-Aug-00	UNTIL FILLED	(PHYSICAL FITNESS CENTER)
*	RECREATION AID	NF-0189-01	23-Jan-01	UNTIL FILLED	(BOWLING CENTER)
*	WAITER/WAITRESS	NA-7420-01, 02, 03	16-Mar-00	OPEN CONTINUOUS	(OFFICERS' CLUB/LANE HALL)

[NAF APPLICATION FORM in MicroSoft Word format \(SELECT DA 3433 and DA 3433-1\)](#)

[NAF APPLICATION FORM in Jet Forms Flow format \(SELECT DA 3433 and DA 3433-1\)](#)

[DIRECTIONS TO NAF-CPO](#)

* JOBS ELIGIBLE FOR EXCEPTION TO DUAL COMPENSATION PROHIBITION

General Nabors approved an Exception to the Prohibition regarding Dual Compensation for certain Nonappropriated Fund (NAF) positions. This exception now allows current Appropriated Fund (APF) and Nonappropriated Fund (NAF) employees to be considered for certain hard to fill NAF positions (NA-01 through NA-05 and NF-01 through NF-02).

FOR THE ASBURY PARK PRESS AS OF 01/01/2002

When submitting a request to recruit, you should consider if you wish to advertise in the Asbury Park Press. Tough to fill job openings require more exposure than our normal means to advertise positions locally. One of the best means available to you is this area's local newspaper, the Asbury Park Press, but there is a cost attributed, which is as follows:

2 day advertisements			example: 5 lines		example: 8 lines
Sunday	\$ 12.46 per line		\$62.30		\$99.68
Wednesday	\$ 8.36 per line		\$41.80		\$66.88
	for Internet advertising		\$2.00		\$2.00
	Total cost for 2 ads		\$106.10	DO NOT RECOMMEND	\$168.56
3 day advertisements			example: 5 lines		example: 8 lines
Friday	\$ 6.19 per line		\$30.95		\$49.52
Saturday	\$ 6.19 per line		\$30.95		\$49.52
Sunday	\$ 9.27 per line		\$46.35		\$74.16
	for Internet advertising		\$2.00		\$2.00
	Total cost for 3 ads		\$110.15	DO NOT RECOMMEND	\$175.20
4 day advertisements			example: 5 lines		example: 8 lines
Sunday	\$ 7.18 per line		\$35.90		\$57.44
Monday	\$ 4.70 per line		\$23.50		\$37.60
Tuesday	\$ 4.70 per line		\$23.50		\$37.60
Wednesday	\$ 4.70 per line		\$23.50		\$37.60
	for Internet advertising		\$2.00		\$2.00
	Total cost for 4 ads		\$108.40	RECOMMENDED	\$172.24
10 day advertisements			example: 5 lines		example: 8 lines
	(Includes 2 Sundays)				
202.24	\$ 3.16 Weekdays		\$174.20	RECOMMENDED	\$278.72
76.48	\$ 4.78 Sunday				
278.72					
25% discount to repeat 10 day ad			\$130.65	RECOMMENDED	\$209.04

Your NonAppropriated Fund CPO Staff

**CECOM, HQ
ATTN: AMSEL-PT-NAF
Building 918, Murphy Drive, Room 2
Fort Monmouth, New Jersey 07703-5014**

Larry Gens	Human Resources Officer	532-5453
Jennifer Simmons.....	Human Resources Assistant	532-2433
Emily Kaplan.....	Human Resources Assistant	532-8134
Lynne M. Direda	Human Resources Assistant	532-5452
Fax Number:.....	NAF-CPO Office	532-8702

TO VIEW NAF MWR JOBS ON THE WEB:

http://www.monmouth.army.mil/cecom/pandt/NAFJOBS_1.html

CLICK ON JOB UNDER VIEW ANNOUNCEMENT.

TO OBTAIN A COPY OF THE NAF APPLICATION (DA FORM 3433), (*YOU MUST HAVE MICROSOFT WORD OR FORMS FLOW*) ARROW DOWN PAST THE LAST JOB LISTED, AND CLICK ON NAF APPLICATION.

TO OBTAIN DIRECTIONS TO NAF-CPO, BUILDING 918 MURPHY DRIVE, CLICK HERE <http://www.monmouth.army.mil/cecom/pandt/DIRECNAF.html> OR ARROW DOWN PAST LAST JOB LISTED OR CALL (732) 427-5347.

NAF JOB HOTLINE (732) 532-JOBS (5627). Recording updated every Tuesday.